

**Standard Operating
Procedure**



Province of the
EASTERN CAPE
EDUCATION

**STANDARD OPERATING PROCEDURE: RECRUITMENT OF INSTITUTION-
BASED EDUCATORS**

SOP & PROCESS MAP INFO

SOP TITLE	INSTITUTION BASED-EDUCATORS	PROCESS NAME	INSTITUTION BASED-EDUCATORS
SOP NO	SOP_HRM&D_HRA_IBE_2021_V1.1	PROCESS MAP NO	MP_HRM&D_HRA_IBE_2021_V1.1
EFFECTIVE DATE	TBA	PROCESS OWNER	Ms S. Nieuwenhuys
PROCESS MAP FILE LOCATION *Link to File (URL)	TBA		

AREA OF RESPONSIBILITY

CHIEF DIRECTORATE	Human Resource Management & Development
DIRECTORATE	Human Resource Administration
SUB-DIRECTORATE	Employee Provisioning Services

REVIEW

DESIGNATION	FULL NAMES	SIGNATURE	DATE
AUTHOR	Sanet Nieuwenhuys		31 March 2021
REVIEWER	CD: Tshepo Masoeu		05 April 2021
APPROVER	A/Superintendent-General		14/5/2021



**Standard Operating
Procedure**

REVISION HISTORY			
REVISION	DATE	PAGE(S)/SECTION(S) REVISED	DESCRIPTION OF CHANGE

SOP DETAIL	
INTRODUCTION	The objective of this Standard Operating Procedure (SOP) is to: - provide deeper insight into the Department's approach to the implementation, monitoring and evaluation of the recruitment process in Department of Education when it comes to appointments of Institution-Based Educators - To provide details steps for the filling of Institution-based educators posts which exist on the PPN for a financial year.100 - Ensure compliance to HR legislation within the province. - Ensure consistency in the utilization of documents as per approved Departmental Recruitment & Selection Policy.
PURPOSE <i>*Objectives of the Guideline</i>	The purpose of this document is to: set out detailed duties and responsibilities to all stakeholders involved in the recruitment and selection process for the Eastern Cape Department of Education (ECDOE) to assist the department in identifying gaps within the recruitment cycle of School-based Educators.
SCOPE	This standard operating procedure is applicable to the Eastern Cape Department of Education and includes the processing of policy development and review from receipt of policy request until the approval of the policy including review of such and the administrative processes done by the directorate.
Performance Indicator	100% filling of post advertised
STAKEHOLDERS	
EXTERNAL	INTERNAL
Applicants	School-Based Educators within Department
SAQA	
SAPS	
Home Affairs	



Standard Operating Procedure

PROCESS INTEGRATION

PROCESS NAME	DEPENDENCY
* This SOP defines the steps / procedures to be followed by the designated Persons/Unit responsible for the activity. * This process must NOT be read in isolation, but in recognition and cognizance of: ☐ the overall End-to-End process; ☐ it's inter-dependencies (integration points) with other processes; and ☐ the impact each process has on the other.	
HRL	Grievances/Disputes
HRP	PPN
SCM	Disposal of CV

IDENTIFIED RISKS

PROCESS NAME	RISK DESCRIPTION	PROBABILITY (H/M/L)	IMPACT (H/M/L)	CONTROL DESCRIPTION
* Describe any procedure(s) of higher risk than usual. This will alert the staff so that sufficient attention be paid.				
Shortlisting/Interviews	Union Declaration Annexure 16	H	H	Annexure 16 must be signed by unions declaring their position on the process of shortlisting and interviewing. If not signed can lead to grievance/dispute after a process. Written confirmation by union must be obtained immediately after the process.



Standard Operating Procedure

Pre-screening	Verification of SAQA, ID numbers, fingerprints	M	H	Before submission is placed on route for approval, all necessary pre-screening verification must be done. If pre-screening is not done this constitutes a violation of DPSA regulations Prescreening must be finalised within 1 month after interviews.



Standard Operating Procedure

PROCEDURE (STEP-BY-STEP GUIDE)					
STEP	ACTIVITY	ACCOUNTABILITY	TURNAROUND TIME	SUPPORTING DOCUMENTATION	SERVICE STANDARD
When post becomes vacant					
1	- Ensure that a post provisioning form/profile has been accurately completed. - Facilitate a meeting of SMT and SGB on the profiled of post and complete post provisioning form. ☐ Verify correctness and completeness of post provisioning form received from Principal ☐ Verify if post exist on current PPN and PERSAL ☐ Verify if post could not be identified to additional educator on database ☐ Inform School to make decision ☐ Capture all information on database and submit to Cluster HR coordinators. ☐ Submit accurate and complete database of vacancies to Head Office ☐ Consolidate databases received from clusters	Principle Circuit Manager HR District HR District Principal HR District Cluster HR Coordinators HR Head Office	Within 2 days of becoming vacant Within 2 days after receipt 1 day 1 day 1 day 1 day 2 days 3 days	Minutes of meeting together with profile of post Profile of post PPN and Persal printout Database of additional educators Information of additional educator. Post provisioning form Accurate Database Database of each district Database of each cluster	



Standard Operating Procedure

☐	Verify with stakeholders for school closures/merging	HR Head Office	1 day	Updated list of schools for closure/margining	
☐	Sent to Cluster offices for verification	HR Head Office	1 day	Consolidated databased	
☐	Issue bulletin with instructions and management plan	HR Head Office	3 days after receipt of verification	Database verified	
Response Handling					

1.	Compile a register for candidates to sign for each post	HRA Districts	Date of bulletin issued	Bulletin	1 day
2.	☐ Issue acknowledgement letter to each candidate submitting application.		Upon candidate completing register	Register	When the need arise
3.	☐ Every application received via post office should be stamped		On day of receipt	Stamped application form	1 day
4.	☐ Inform applicants in writing		On day of receipt		
5.	☐ Collection of applications from Post Office	HR Registry Districts	Daily	Stamped applications by HR Registry	Once per day
6.	☐ Prepare boxes clearly mark reflecting post title, reference and closing date	HRA District	Date of bulletin issued	Advert	1 day
7.	☐ Master list all applications received (including disqualified based on the sifting of applications)	HRA District	On day of receipt	Annexure 4	Accurate and completed Annexure 4



Standard Operating Procedure

8.	☐ Verify applications received with register signed by applicants and register received via post office	Recruitment supervisor District	Daily	Register of application	Sign off by supervisor
Pre-liminary preparations for Shortlisting process					
1.	☐ Training of all components on recruitment processes and supplying of recruitment documentation to SGB	Circuit Manager	Between placement and closing date of bulletin		
2.	☐ Draw up implementation plan for recruitment process within circuit		3 days before shortlisting		
3.	☐ Collect and deliver applications with masters from HR to relevant school		5 days after the completion of masterlisting		
4.	☐ Ensure resource person availability for selection and interview process at school		1 day before shortlisting	Annexure 6	
5.	☐ Draft and issue union invitations on shortlisting	SGB	5 days before shortlisting	Invitations issued	
6.	☐ Arrange date for shortlisting with panel	SGB	1 day after issue of invitations	Minutes	
Shortlisting					
1.	☐ Ensure all HR documentation is signed - o Annexure 6 (Confidentiality) - o Annexure 9 (Attendance register) - o Annexure 7 (Recommendation by panel) - o Annexure 16 (Declaration by Unions)	Committee Secretariat	Day of shortlisting	Signed HR documentation	1 day



Standard Operating Procedure

2.	☐ Verify applications shortlisted for correctness and compliance to shortlisting criteria			Shortlisted CV's	1 day
Post Shortlisting process					
1.	☐ Make logistical arrangements e.g venue,	SGB		Checklist	1 day
2.	- Inform shortlisted candidates verbally and in writing to attend interview detailing the date, venue, time and post - Attached the fingerprint form and indicate to candidates to submit on day of interview	SGB	Immediately after shortlisting 1 Day after shortlisting or after shortlisting	Shortlisted candidates	1 day
3.	- Prepare packs for the panel that contain - Copies of CV's - Advert - Writing paper - Annexure 9 - Annexure 6 - Annexure 16.	SGB	2 Day after shortlisting	Complete packs for each panel member	1 day
Interviews					
1.	☐ Ensure all HR documentation is signed - Annexure 6 (Confidentiality) - Annexure 9 (Attendance register) - Annexure 16 (Declaration by Unions) after interviews	Committee Secretariat	Day of interview	Signed HR Documentation	1 day
2.	☐ Ensure that candidates sign attendance register (Annexure 11)			Signed Annexure 11	
3.	☐ Ensure that questions are compiled before commencement of interview			Minutes	



Standard Operating Procedure

4.	☐ Ensure all candidates submit fingerprints			Completed fingerprint forms by candidates	
5.	☐ Take detailed minutes during interviews			Minutes	
School Governing Body					
1.	☐ • Prepare appointment submission with at least 3 names of recommended candidates with scoring above 60% (Annexure 12)	SGB	1 day after interviews	Immediately after interviews	1 day
2.	☐ Should the motivation received from interview committee indicate that that post should be re-advertised / re-shortlisted, the SGB must prepare an appointment submission to the approving authority indicating the post should be readvertised/re-shortlisted		1 day after interview process	Annexure 12	
3.	☐ Conduct reference checking (Annexure 13)		2 days after receipt of motivation	Completed Annexure 13 of recommended candidates	
4.	☐ Submit outcomes and recommendation to Circuit Manager			Motivation from interview committee	
5.	☐ Submit outcomes and recommendation together with all required recruitment documentation to District Office	Circuit Manager	1 day after receipt from SGB	Completed and verified recruitment pack	1 day
Pre-screening of nominated candidates					



Standard Operating Procedure

1.	☐ Verify documentation submitted by Circuit Manager	HR District Office	1 day after receipt of	Verified recruitment pack	1 day
2.	☐ Prepare SAQA spreadsheet and scan copies of qualification to be submitted to HO (Only the highest qualification required)		recruitment pack from Circuit Manager	Email confirming submission	
3.	☐ Conduct 2 reference checks for nominated candidates. (Annexure 13) NB***The reference signature must appear on the reference check			Completed and signed Annexure 13	
4.	☐ Prepare SAPS letter and submit fingerprints			Outcome of fingerprint	
5.	☐ Prepare Home Affairs letter and submit for ID verification			Verified ID's numbers by Home Affairs	
Approval for the appointment of Nominated Candidates					
1.	☐ Inform candidate verbally and in writing o job offer together with resettlement questionnaire after approval of delegated authority	HR District Office	Within 24 hours after approval has been received	Recruitment pack	
2.	☐ Ensure that applicant accept job offer		Within 5 working days after issue of job offer	Job offer date	
3.	☐ Inform Circuit Manager and SGB of recommended candidate		1 day after acceptance of offer has been received.	Email confirmation Memorandum signed	
Notification of unsuccessful candidates					



Standard Operating Procedure

1.	☐ Issue all non-recommended candidates with regret letters (Annexure 14)	HR District Office	After successful candidate has assumed duties	Signed acceptance of offer	
2.	☐ Provide constructive/personal feedback to internal candidates interviewed	Chairperson of interview committee		Meeting/telephone calls	
Assumption of Duty					
1.	☐ Welcoming of new staff member	Principal	Upon receipt of approval	Recruitment pack	
Recordkeeping					
1.	☐ Ensure that a copy of the recruitment pack is made for audit purposes and place in temporary file	HR Districts	Upon receipt of approval	Recruitment pack	
Disposal of CV's					
1.	☐ Prepare submission to dispose of CV's	HRA DO/HO	Annually	List of posts and number of CV's to dispose	
	NB* Please refer to National Archive Act for timeframe of disposal of CV's				
	☐ Follow SCM processes to obtain a service provider to dispose of CV's		Upon receipt of approval	Approved submission	
	☐ Ensure that CV's are disposed	Appointed Service Provided	Upon receipt of order	All CV's approved to be disposed	
<u>END</u>					



Standard Operating Procedure

ABBREVIATIONS & DEFINITIONS	
ABBREVIATION	DEFINITION
OTP	Office of Premier
SAPS	South African Police Service
SAQA	South African Qualifications Authority
ECDOE	Eastern Cape Department of Education
SOPs	Standard Operating Procedures

REFERENCES	
TYPE OF REFERENCE	REFERENCE
<i>*TYPE OF REFERENCE (e.g. relevant legislation, policies, documents, manuals and handbook systems)</i>	
Policy	Departmental Recruitment & Selection policy Section 12