



---

**OFFICE OF THE DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: Lindumzi Komle Tel: 040 608 7009 . Fax :040 608 4372. Email: [lindumzi.komle@ecdoe.gov.za](mailto:lindumzi.komle@ecdoe.gov.za)  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

---

**INTERNAL MEMO**

**TO: ALL DISTRICT DIRECTORS**

**CC: HEAD OF DEPARTMENT**

**DEPUTY DIRECTOR GENERALS**

**CLUSTER CHIEF DIRECTORS**

**DISTRICT DEPUTY DIRECTORS: HRA&P**

**SCHOOL PRINCIPALS**

**SCHOOLS GOVERNING BODIES**

**LABOUR UNIONS**

**FROM: ACTING DDG: CORPORATE SERVICES**

**SUBJECT: EMPLOYMENT EQUITY ON APPOINTMENTS IN OFFICES AND IN SCHOOLS**

**DATE: 14 June 2022**

---

- The Department has developed an employment equity plan for the next 3 years (2022-2025), to ensure that the workforce of the Department reflects the demographics of the Province. With the plan, the Department strives to have equitable representation of suitable qualified people from designated groups at all occupational levels of the workforce as required by the Employment Equity Act.
- The Departmental workforce is composed of 71.8% of females and 38.2% of males. However, at SMS level, there are 37.5% of females, which is not reflective of the



## **SUBJECT: EMPLOYMENT EQUITY ON APPOINTMENTS IN OFFICES AND IN SCHOOLS**

workforce. Furthermore, employees with disabilities are at 0,2% which is far below 2% stipulated by the DPSA.

- At school level, there are 72% female teachers, but they are at 38% and 46% at principal and deputy principal levels respectively.
- Clearly, the Department has to make concerted effort to ensure that women and people with disabilities are appointed at both offices and schools, particularly at SMS level.
- Henceforth, bulletins for principals and SMS will have a directive which will clearly state that the posts are meant for designated groups, women and people living with disabilities.
- For principal posts, School Governing Bodies have to be made aware of the intentions of the Department in as far as Employment Equity is concerned, so that when they do shortlisting for principals and deputy principal posts, they take the Employment Equity plan into consideration.
- An equity grid will be developed by the Department covering Head Office, District Office and schools, which will be used every time posts are advertised to enable the Department to achieve its employment equity targets.

Yours in quality education

S. Mnguni

A/DDG: Corporate Services