



OFFICE OF THE DIRECTOR: HUMAN RESOURCE PLANNING AND INFORMATION SYSTEMS

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HRM & D CIRCULAR NO 6 OF 2022

TO : DISTRICT DIRECTORS

ALL SCHOOL PRINCIPALS

CIRCUIT MANAGERS

SCHOOL GOVERNING BODIES

EDUCATOR UNIONS

FROM : ACTING DDG: CORPORATE SERVICES

DATE: 5 JULY 2022

**RE: FILLING OF VACANT POST LEVEL 1 EDUCATOR POSTS AND
PROCESSING OF TRANSFER REQUESTS**

1. INTRODUCTION

1.1 The Eastern Cape Department of Education declared a moratorium on 8 March 2022 on the transfer of educators to ensure that most of the additional educators are placed in schools that have vacancies. The placement of educators in schools with vacancies is crucial for schools to have a teacher in front of every classroom.

2. TRANSFERS

2.1 On 7 June 2022 a Provincial Task Team meeting was held to assess the pace of placement of additional educators. The report showed that the placement of additional educators has not happened at the desired pace. However, a decision was taken to lift the transfers and enable schools to fill their vacancies.

FILLING OF VACANT PL 1 EDUCATOR POSTS AND PROCESSING OF TRANSFER
REQUESTS



3. PROCESS TO BE FOLLOWED IN FILLING VACANT POST LEVEL ONE EDUCATOR POSTS

3.1 Districts should take the following into consideration in the process of filling vacant post level one educator posts:

- Districts must prioritise additional educators when filling vacant substantive PL 1 posts.
 - If no additional educator is available from the pool of additional educators that matches the profile of the post, districts must utilize their database of unemployed new graduates guided by the following principle:
 - Fundza Lushaka bursary holders at 30%;
 - Matthew Goniwe bursary holders at 25%;
 - NSFAS beneficiaries at 25%;
 - Self-funded graduates at 20%.
 - Resigned educators can only be considered through a motivation to the Head of Department (HOD) upon realising that no suitable educator is available from all the categories above. The motivation to the HOD must be in a form of a submission with clear evidence that indeed the district has exhausted the above stated categories. Districts must note that no appointment of a resigned educator will be effected without the approval of the HOD.
4. Importantly, districts must also engage and facilitate inter-district placements and transfer of additional educators.
5. Districts must ensure that they do not oversubscribe their PPN allocation. Where the need to fill substantive PL1 posts is likely to result in oversubscription of PPN, approval by the HOD must be sought before such appointment is affected.
6. Districts are yet again reminded to finalize their placement of additional educators before 15 July 2022 such that responsible officials will account for not meeting this deadline.

S. MNGUNI
A/DDG: CORPORATE SERVICES

06/07/2022
DATE

FILLING OF VACANT PL 1 EDUCATOR POSTS AND PROCESSING OF TRANSFER REQUESTS