OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
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TO	**CLUSTER CHIEF DIRECTORS.** **DIRECTORS.** **DEPUTY DIRECTORS.** **CIRCUIT MANAGERS.** **SCHOOL PRINCIPALS.** **SCHOOL GOVERNING BODIES.** **ORGANISED LABOUR.**
FROM	**DIRECTOR: HUMAN RESOURCE ADMINISTRATION.**
SUBJECT	**REQUEST FOR THE PROFLIES OF DEPARTMENTAL HEADS AND DEPUTY PRINCIPAL.**
DATE	**08 OCTOBER 2026.**

1.The ECDoE has a responsibility through Human Resource Management and Development Strategy to provide suitable, capable and qualified personnel in all its strategic priority areas to achieve its strategic objectives.

2. You are now requested to prioritise these positions in line notice dated 23 September 2026 of the Guidance on processing of Vol 5 of 2026:

2.1 ***"Where the shortlisting was conducted and no interviews convened for the position, the districts must not continue processing the position will be re advertised"***

2.2 ***"Where process have not commenced, the districts must not continue processing, the position will be readvertised."***

3. You are therefore requested to profile the positions fitting categories indicated in paragraph 2.1 and 2.2 above utilizing the attached tool and submit to Directorate: HRA-Head office by the **12th October 2026** for the attention of Mr L Cenge (lwazi.cenge@ecdoe.gov.za).

4. You are requested to fast track this process for the Department to issue a new bulletin of HODs and Deputy Principals.

Mr M Zazela
DIRECTOR: HRA.
DATE: 8/10/2026