



Province of the  
**EASTERN CAPE**  
EDUCATION

**HUMAN RESOURCE ADMINISTRATION**

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**MEMORANDUM**

**TO** : ALL CHIEF DIRECTORATES  
: HEAD OFFICE DIRECTORATES  
: DISTRICT DIRECTORS  
: SCHOOL PRINCIPALS  
: SCHOOL GOVERNING BODIES  
: LABOUR ORGANISATIONS

**FROM** : ACTING SUPERINTENDENT GENERAL

**SUBJECT** : CLARIFICATION OF REQUIREMENTS FOR THE PRINCIPALS' AND POST LEVEL 1 BULLETIN WITH CLOSING DATE OF 15 APRIL 2016

The department of education has issued bulletins volume 1 and volume 2 of 2016, wherein there were notably some omissions made in relation to the requirements for the posts in bulletins. The requirements stipulated in the Bulletin Volume 1 and Volume 2 of 2016 are clarified as follows;

**In relation to post requirements for principals' posts**

Bulletin 1 of 2016 stated that the requirement for the post of principals is "a recognized four year degree / M+4 Plus seven years post qualification and actual teaching experience".

In terms of the Personnel Administrative Measures (PAM) the requirement for appointment to a post of a principal is a recognized three or four year qualification which includes professional teacher education and seven (7) years of actual teaching experience.

School management experience at the level of a Head of Department or Deputy Principal or extensive supervisory experience will serve as a strong recommendation (as an added advantage). This provision should remain as is it is not a requirement rather a recommendation for effective school management of which the department has responsibility to ensure quality in running of schools.

**In relation to posts level 1 bulletin**

With reference to clause 1.J under the caption "In addition" The bulletin has omitted the following qualifications which must be added i.e. SPTD and STD and any other recognised teacher qualification.

Districts and schools are advised to consider these areas as clarified when the selection processes for the above mentioned bulletins are administered.

Yours in education

**SN Ntshilaphala**  
ACTING SUPERINTENDENT GENERAL

DATE 29/04/2016