



Province of the  
**EASTERN CAPE**  
EDUCATION

OFFICE OF THE HEAD: EDUCATION

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REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

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**CIRCULAR 6 OF 2012**

**To:** DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DIRECTORS (HEAD OFFICE)  
DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS: IDS & G (DISTRICTS)  
DEPUTY DIRECTORS: HRA & P (DISTRICTS)  
SCHOOL PRINCIPALS  
SCHOOL GOVENING BODIES  
LABOUR UNIONS

**From:** HEAD: EDUCATION

**Date:** 19 April 2012

**Subject:** APPOINTMENT OF POST LEVEL ONE (1) TEMPORARY EDUCATORS AGAINST VACANT SUBSTANTIVE PROMOTION (DEPUTY SCHOOL PRINCIPAL AND HEADS OF DEPARTMENT) POSTS ON THE 2012 POST ESTABLISHMENTS OF SCHOOLS

1. Kindly note that the Departmental Executive Committee has, pursuant to a decision of the Executive Council of the 4<sup>th</sup> of April 2012, decided that Post Level One (1) educators be appointed on a temporary basis against vacant substantive promotion (Deputy School Principal and Heads of Department) posts on the 2012 post establishments of schools to address the current problems faced by some of our schools. The main purpose of these appointments is to ensure the continuation of the delivery of the curriculum in schools and to address the current pressure on schools pending the full implementation of the 2012 post establishment.
2. This entails that in addition to the appointment of post level one educators in vacant substantive posts an additional 1968 post level one educators must be appointed in the above promotional posts pending the permanent filling of these promotional posts. Therefore in total 3804 post level one (1) educators are to be appointed on a temporary basis in terms of the 2012 post establishments in those public ordinary schools which have any vacant substantive posts.



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3. The applications of schools as per my Circular of 10 November 2011 must be processed simultaneously with the applications for the additional 1968 vacant and substantive posts. *Process to be done again*
4. Priority must at all times be given to schools with the highest substantive vacancies and critical subjects for Grade 12. *MB*
5. It is also imperative that in addition to this process, the process of the movement of additional educators be implemented as per my circular of 10 November 2011.

*MB* 6. In the mean time schools are requested to submit the profiles in respect of substantive vacant promotion (school principal, deputy principal and heads of department) posts for the preparation of advertisement bulletins.

7. As the current number of educators to be appointed on a temporary basis may not accommodate all educators whose services were terminated on 31 December 2011, districts are required to keep a database of all those educators who will not be appointed in this round. These educators must be given preference when appointments for substitute teachers and the filling of any vacancy on a temporary basis is made.

8. The following procedure and processes must be followed in the application and the recruitment of suitable educators for appointment of post level one (1) temporary educators against the above-mentioned posts:

- a. Schools must submit applications to District Offices **by Tuesday, 24 April 2012** on the prescribed application form for the appointment of temporary Post Level One (1) educator/s and provide full information on the substantive vacant post/s and the critical subjects attached to the identified post/s;
- b. Schools must identify suitably qualified and experienced educators for temporary appointment in the identified substantive vacant posts in the following order of priority:
  - Funza Lushaka/B. Ed Graduates (Documentary proof from tertiary institution in respect of awarding of bursary must be provided);
  - Professionally qualified temporary educators whose services were terminated on 31 December 2011;
  - Professionally qualified foreign educators who are in possession of the required documentary proof in respect of residence status, evaluation of qualifications and registration with SACE;
  - Professionally under- and unqualified temporary educators whose services were terminated on 31 December 2011 and who are in possession of at least a university degree with the critical subject/learning area as one of his/her major subjects;
  - Other professionally under- and unqualified persons who are in possession of at least a university degree with the critical subject/learning area as one of his/her major subjects
- c. Full motivation must be provided for the identification of professionally under- and unqualified persons for appointment as educators on a temporary basis for the critical subjects/learning areas.



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d. District offices must capture the information of the identified temporary educators into a database and display such information on notice boards at all entrances of office buildings for a **period of three (3) days from 24 April 2012** so that temporary educators can view the lists and make submission to HR Sub-directorates in District offices if they are of the view that their names should be on the lists for possible appointment.

e. The following information/documents must be attached to the application mentioned in paragraph 1 above:

- Completed "application for appointment as educator" form
- Curriculum vitae [Duration of all qualifications as well as all subjects passed towards all qualifications must be indicated in CV]
- Certified copy of identity document
- Certified copy of Marriage Certificate/ Decree of Divorce (if applicable)
- Certified copies of qualifications (must include teacher qualifications, i.e. Diploma in Education, B. Ed Degree, ACE, NPDE, Further Diploma in Education, etc.)
- Full academic records/transcript in cases where subjects do not appear on diplomas, degree certificate, etc.
- Certified copy of SACE Certificate **OR** Proof of application (Post Office Receipt with ID no./ Certified Mail Slip with personal particulars)
- Passport (If Foreigner) [Check **EXPIRY DATE** and whether any **CONDITIONS**]
- Valid work permit and security clearance, where applicable (If Foreigner) [Check **EXPIRY DATE** and whether any **CONDITIONS**]
- COPTep evaluation of qualifications (**If Foreigner**) [Specifying that person is professionally qualified as educator]

f. District Offices must verify that the post/s identified by schools for appointment of temporary educators in fact exist on the 2012 post establishment of schools and are in fact vacant.

g. District Offices must ensure that schools, that submit applications for the appointment of post level one (1) educators, also indicate whether they have educators additional to the post establishments and why such educators have not been moved yet as per ELRC Collective Agreement No 2 of 2003.

9. District offices are required to issue letters directing educators, identified as additional to the 2012 post establishments of their schools, to move as per ELRC Collective Agreement No 2 of 2003.

10. Where the identification process has not been completed, district offices are directed to direct the principals of such schools to immediately and within five days hereof, to initiate the identification process and to report accordingly to the district office, which in turn must report to the Head Office within twenty days hereof.

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11. All recommendations for the appointment of temporary educators must be co-signed by the Chairpersons of School Governing Bodies (SGB's).
12. District Offices must submit applications together with all information detailed in paragraphs 1 a. to f. above to Head Office, Mr. L.M. Stowman, Acting Director: Human Resource Administration, Room B4 L4-38 **not later than Monday, 30 April 2012.**
13. The applications of schools will be considered and District Offices be informed of the outcome thereof not later than Friday, 04 May 2012.

The full co-operation of all parties in this regard will be highly appreciated.



ADV M.P. MANNYA  
HEAD: EDUCATION

DATE: 19/4/2012