



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDENT-GENERAL

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Reference: 8/2/4/1/1

HRM INSTRUCTION NO. 8 OF 2014

To : CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
DTT MEMBERS
SCHOOL PRINCIPALS

FROM : SUPERINTENDENT-GENERAL: EDUCATION

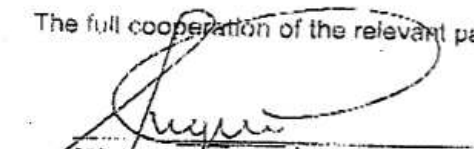
SUBJECT : GUIDELINES IN FILLING OF POSTS ADVERTISED IN BULLETIN NO.2 OF 2014 (ADDITION EDUCATORS)

The purpose of the HRM instruction is to give guidance to the process to be followed in the filling of posts advertised in the closed bulletin No. 2 of 2014 for additional educators:

1. District Directors must ensure that the bulletin reaches all schools before the closing date with the assistance of DTT's.
2. Human Resource Administration components must compile master lists immediately they receive application forms and not to wait until the closing date.
3. Master list should be submitted to the affected schools within two days from the closing date i.e 14 May 2014.
4. The schools must finalize the process of shortlisting and interviews on the 26 May 2014 and submit their recommendations to the District Director for approval and the issuing of placement letters.
5. A preference should be given to the additional educators within the Circuit before considering those educators within the district.
6. Districts are urged to put dedicated teams to deal with process as per management plan. The contents of this communication should be viewed in a serious light and the Districts who fail to adhere to the timelines set in the management plan will face consequent management.

NB: This process should not under any circumstances go beyond 28 May 2014.

The full cooperation of the relevant parties will be appreciated.


M. NGONZO
SUPERINTENDENT-GENERAL:
EDUCATION

DATE: 2014/05/09