

**HUMAN RESOURCE ADMINISTRATION**

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HRM INSTRUCTION NO 1 OF 2015

To: CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
DEPUTY DIRECTORS: HRA & P

FROM: ACTING SUPERINTENDENT GENERAL

DATE: 15 JANUARY 2015

SUBJECT: EXTENSION OF SERVICES OF TEMPORARY EDUCATORS FROM 01 JANUARY 2015 TO 31 MARCH 2015

1. Kindly be advised that the Head of the Department has approved the extension of services of temporary educators from 1 January 2015 until 31 March 2015.
2. This office will arrange for the registration of System Change Control (SCC) with Treasury to ensure that all temporary educators receive their salaries during the month of January 2015.
3. The Districts must ensure that all temporary educators report for duty during the opening of schools.
4. The appointment letters will be issued at Head Office and all districts are required to make arrangements to collect these letters on Friday, 16 January 2015 which should be distributed to all affected schools by no later than 19 January 2015.
5. As was communicated to all Human Resource Managers at the Strategic Planning Workshop held in Stutterheim on 2-5 December 2014 the districts are required to submit the following information regarding the absorption or not of the currently employed temporary educators within the school post establishment PPN 2015.
 - i) The list of temporary educators employed in the district, school and subject taught by each teacher
 - ii) Profile of each temporary educator
 - iii) Confirmation of existence of vacant substantive post in the affected school based on its allocated school pool establishment for 2015.
 - iv) Confirmation that there are no additional educators in the school's post establishment.
 - v) If there are no vacancies where will the individual educator be placed?
 - vi) A separate list should also be made as Annexure B regarding the need for a temporary educator who and why foreigners should they not be replaced with professional qualified South African citizens that matches the post profiles if such vacant funded post.
 - vii) District must also submit the list of critical vacant substantive posts that could not be matched with the existing pool of additional educators in the allocated school post establishment as specified in the management letter for implementation of PPN 2015.

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6. Lastly, all districts are urged to submit a list of all vacant promotion posts (Deputy Principals and HODs) by not later than 28 January 2015. The intention of the department is to issue an open bulletin with immediate effect.
7. Your adherence to the contents of this communication will be appreciated.



MR Tywakkadi
ACTING SUPERINTENDENT GENERAL