HUMAN RESOURCE MANAGEMENT CIRCULAR 30/2016

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DISTRICT DIRECTORS
DEPUTY DIRECTORS: HRA & P
EDUCATION DEVELOPMENT OFFICERS
PRINCIPALS OF SCHOOLS
CHAIR PERSONS: SCHOOL GOVERNING BODIES
PROVINCIAL SECRETARIES: LABOUR UNIONS

FROM ACTING HEAD OF DEPARTMENT

SUBJECT: APPOINTMENT OF TEMPORARY EDUCATORS AND SUBSTITUTES:
2017 SCHOOL YEAR

1. In order to ensure fair and equitable administrative action and due process with the appointment of Temporary and Substitute Educators, only Professionally Qualified Educators who have registered on the Department database will be considered for appointment with effect from 1 January 2017.

2. Recent recruitment and appointment initiatives also highlighted weaknesses in the control environment when dealing with the appointment of Foreign Educators for critical subject offerings (Mathematics, Physical Sciences and Engineering Technology). For this purpose, all Foreign Educators currently employed by the Department as Temporary Educators must register on the Departmental database before closing of offices on 21 October 2016. As part of the registration process, such Temporary Educators must upload the following documents:

2.1 Certified copies of all Foreign and South African Qualification Certificates.
2.2 Certified copies of the SAQA Qualification Evaluation Certificate.
2.3 Certified copy of the Department of Higher Education’s Qualification Evaluation Certificate.
2.4 Certified copy of the person’s Passport.
2.5 Certified copy of the person’s Valid Work Permit.
2.6 Certified copy of SACE Provisional Registration Certificate.
3. To ensure a well organised process for the extension of term of appointment of Foreign Educators beyond 31 December 2016, including an arrangement to extend such term for the duration of the Work Permit period, all documents uploaded on the database will be submitted to the Departments of Home Affairs and Higher Education for verification.

4. The database can be accessed by following the link [www.ecdoe.gov.za](http://www.ecdoe.gov.za) (Educator Database under Quick links).

5. District Directors and Deputy Directors: HRA&P are also requested to submit to Mr Daniel at hra8.doe@gmail.com detail of an employee in the District Office’s HR Component at the level of Chief HR Clerk to be trained on the information retrieval functions of the database system by no later than **14 October 2016**. A training session will then be arranged for the nominated employees and they will be provided password protected access to the system.

6. **Please ensure that all** Temporary and Substitute Educators are informed of the requirement to be registered on the database for employment after 31 December 2016 by the Department.

[Signature]

**ACTING HEAD OF DEPARTMENT**

**MS. S.N. NETSHILAPHALA**

**DATE:** 7/10/2016