



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDENT-GENERAL

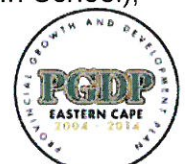
Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: * Website: www.ecdoe.gov.za

INTERNAL MEMORANDUM

TO:	DEPUTY DIRECTOR-GENERAL: I.O.M CLUSTER CHIEF DIRECTORS Acting CHIEF DIRECTOR: HRM & D Acting DIRECTOR: HUMAN RESOURCE ADMINISTRATION DISTRICT DIRECTORS DEPUTY DIRECTORS: HRA & P (HEAD OFFICE & DISTRICTS) CES: MANAGEMENT & GOVERNANCE (DISTRICTS) EDUCATION DEVELOPMENT OFFICERS (EDOs) PRINCIPALS OF SCHOOLS
FROM	ACTING HEAD OF DEPARTMENT
SUBJECT:	GUIDELINES FOR APPOINTMENTS IN POSTS OF PRINCIPAL [PL 4], DEPARTMENTAL HEAD (HOD) [PL 2] AND DEPUTY PRINCIPAL [PL 3] ADVERTISED IN BULLETINS VOLUME 1 OF 2016 AND VOLUME 3 OF 2016

1. School-based posts of Principal [PL 4], Departmental Head (HOD) [PL 2] and Deputy Principal [PL 3] were advertised in **Bulletins Volume 1 of 2016** and **Volume 3 of 2016** with closing dates of 20 May 2016 and 08 July 2016, respectively.
2. In order to ensure that the relevant processes are conducted in accordance with the existing legislation, policies and procedures, as well as within the shortest period of time, guidelines are herewith provided in this regard.
3. Firstly, it must be noted that the power to approve the appointments of the candidates recommended by School Governing Bodies (SGBs) has been delegated to Cluster Chief Directors. See the attached **Appendix A**.
4. The following documents, of which copies are attached hereto, must be prepared by SGBs during and after the short-listing and interview processes and, after sign-off by the EDO/ Circuit Manager and CES: Management & Governance, be submitted to the Deputy Directors: HRA in District Offices with their recommendations:
(Note: Documents to be bound in a descending order as it appear on the "**Checklist for SGB Recommendation**" – Appendix B)
 - a) Checklist for SGB Recommendation;
 - b) HRA: Form C (Route form - Submission: Recommendation for Appointment In School);

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- c) HRA: Form C1, Part A & Part B (Recommendation for appointment in School: Educator Posts – completed by the SGB & District Office);
 - d) Copy of Advertisement (relevant page of the Bulletin)
 - e) Master List from the District Office
 - f) Minutes of SGB meeting appointing the Interview Committee
 - g) Completed “Declaration of confidentiality” forms;
 - h) Minutes of shortlisting meeting (Attendance register to be attached)
 - i) Minutes of interview session (Attendance register to be attached)
 - j) Minutes of SGB Meeting - ratification of Interview Committee recommendation (Attendance register to be attached)
 - k) HRA: Form D (Statement/Declaration by all interviewed candidates)
 - l) Score Sheets of all panellists and in respect of all interviewed candidates
 - m) Employment Equity Grid of the school; and
 - n) Applications of ALL **interviewed** candidates (to include Completed “EDP 01 Form”, Certified copy of barcoded ID, Marriage Certificate [if applicable], Qualifications and SACE Certificate)
5. In view of the fact that the power to consider and approve the appointment of the candidates, who have been recommended by SGBs, has been delegated to Cluster Chief Directors, recommendation document packs must be forwarded to the Central Processing Centre (CPC), (by means of the SA Post Office courier service), who will provide secretariat support to the Cluster Chief Directors and maintain a progress dashboard. The route at the end of **HRA: Form C1** (“Recommendation for appointment in School: Educator Posts”) has been amended accordingly.
6. In cases where a candidate, who previously resigned/ retired or whose services were terminated, due to misconduct are recommended for appointment, **compelling reasons for the re-appointment of such candidate must be provided as an annex to the recommendation document.**
7. The letter for appointment will be issued by the CPC, signed off by the relevant Cluster Chief Director and forwarded to District Director for issuing to candidates. **In no instance will the Department, as stated in the bulletins, assume responsibility for the payment of salaries to candidates who assumed duty before the issuing of a letter of appointment.**

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8. A candidate to whom a Letter of Appointment has been issued, is then required to either accept or decline the appointment within three (3) working days after receipt of the letter of appointment by filling in the "certificate of acceptance" (**Appendix C**) provided for that purpose and to return it to the Deputy Director: HRA of the relevant district via the School Principal.
9. If the candidate declines the appointment, a copy of the "certificate of acceptance" must be forwarded to the CPC for the issuing of a new letter of appointment to the next highest rated candidate.
10. If a **serving** (already on PERSAL) candidate accepted the appointment, the completed "certificate of acceptance" together with the completed "**Assumption of Duty Form**" must be submitted to the CPC **within five (5) working days** for the processing of the "promotion". Given the reporting requirements of the Provincial Treasury, the capturing of all transactions for the filling of the advertised promotion posts will, as an interim arrangement, be done by the CPC.
11. In the case of a candidate appointed from outside the service of the Department or any other Provincial Department of Education the full set of appointment documents, as per the "**Checklist - Appointment Documents: Appointment in Advertised Educator (PL 1, HOD, Deputy Principal & Principal)**" – **Appendix D**) posts of which a copy is attached hereto, must be submitted. It is the responsibility of Deputy Directors: HRA in the district offices to ensure and certify completeness of the appointment document packs.
12. Non-compliance with these guidelines will be viewed in a serious light, as it may either result in grievances and disputes and/or in delays in the payment of the salaries of appointed educators. Role-players need to ensure that educators receive their salaries/ adjusted salaries within thirty (30) days after they have assumed duty.

Your full co-operation in this regard will be appreciated.

**ACTING HEAD OF DEPARTMENT
MS. S.N. NETSHILAPHALA**

DATE: 13/01/2016