



Province of the  
**EASTERN CAPE**  
**DEPARTMENT OF EDUCATION**

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**CIRCULAR 32 of 2017**

**TO : HONOURABLE MEMBER OF THE EXECUTIVE COUNCIL  
DEPUTY DIRECTORS GENERAL  
CHIEF FINANCIAL OFFICER  
CHIEF DIRECTORS  
DIRECTORS: HEAD OFFICE & DISTRICTS  
DEPUTY DIRECTORS: HR  
CIRCUIT MANAGERS  
ECD RESOURCING CO-ORDINATORS  
PRINCIPALS OF PUBLIC PRIMARY SCHOOLS  
SCHOOL GOVERNING BODIES  
LABOUR UNIONS**

**FROM : HEAD OF DEPARTMENT: EDUCATION**

**SUBJECT : GUIDELINES ON THE MANAGEMENT PLAN FOR APPOINTMENT OF  
QUALIFYING GRADE R PRACTITIONERS INTO GRADE R CLASSES.**

**DATE : 19 DECEMBER 2017**

**1. PURPOSE**

This circular serves to guide district directors, circuit managers, deputy directors: HR; school principals and School Governing Bodies of all public primary schools on the management plan for appointment of qualifying Grade R practitioners into Grade R classes.

**2. BACKGROUND AND CONTEXT**

The Eastern Cape Department of Education (ECDoE) has provided bursaries for training of Grade R practitioners in Diploma in Grade R Teaching (NQF Level 6) and BED in Foundation Phase. In addition, some practitioners upgraded their qualification on their own. All practitioners who successfully completed the studies are now qualifying to be appointed permanently into the system as Grade R educators.

For the appointment of these Grade R practitioners ECDDoE declared Grade R posts in the Post Provisioning for 2018 academic year. There are 177 posts declared specifically for Grade R and 1826 for Foundation Phase.

### **3. GUIDELINES ON THE MANAGEMENT PLAN FOR APPOINTMENT OF QUALIFYING GRADE R PRACTITIONERS.**

The 16 – 19 January 2018 will be the profiling of posts by school principals and submit to district office.

19 January districts submit to ECD Provincial office.

22 January ECD Provincial office submits to HRP & P for verification

24 January HRP & P submit to HRA for advertising.

29 January advertised and closing date is 9<sup>th</sup> February 2018.

12-16 February training of SGBs in preparation for interviews. At the same time the master list is sent to schools.

19 February-2<sup>nd</sup> March shortlisting and interviews.

9 March submission of recommendations to district office

13-16 March issuing of appointment letters.

19<sup>th</sup> March 2018 assumption of duty.

The bulletin will be closed to give an opportunity to the qualifying Grade R practitioners who are rendering services in Grade R classes to apply.

The district directors must bring the contents of this circular to the attention of all concerned and ensure its implementation.

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**MR T KOJANA**  
**HEAD OF DEPARTMENT: EDUCATION**

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**DATE**