



**OFFICE OF THE SUPERINTENDENT GENERAL**

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Enq: M.L. Moeli

**MEMORANDUM**

**TO : ALL DEPUTY DIRECTOR GENERAL  
CLUSTER CHIEF DIRECTORS  
DISTRICT DIRECTOR  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
PRINCIPALS OF PUBLIC SCHOOLS  
CHAIRPERSONS OF SCHOOL GOVERNING BODIES  
PROVINCIAL SECRETARIES/CEO's OF LABOUR UNIONS  
SCHOOL GOVERNING BODY ASSOCIATIONS**

**FROM : SUPERINTENDENT GENERAL**

**DATE : 03 OCTOBER 2017**

**SUBJECT: MANAGEMENT OF SCHOOL POST ESTABLISHMENT 2018**

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The Superintendent General in terms of the regulations has to distribute posts to schools annually through establishment letters.

Please note that staff establishment issued on the 12<sup>th</sup> of September 2017 are final.

Any information a school considers incorrect on the establishment issued is expected to submit corrections through the district offices to the HRP office at head office, to the Email address of Mr. Moeli [moelim016@gmail.com](mailto:moelim016@gmail.com) before on or before the 10<sup>th</sup> October 2017.

**Monitoring structures:**

Parties to the chamber have agreed to monitor the implementation of the post provisioning process through the Provincial Task Team (PTT) and District Task Teams (DTTs).

**Below are the terms of reference and composition for these structures:**

**Composition of the PTT**

The PTT consist of six (6) representatives from the Department of Education, five representatives from organized labour and two from PELRC. The chairperson of the PELRC shall preside over all meetings of the PTT.

## **Terms of Reference of the PTT:**

The following terms of reference were agreed to by the meeting:

- To oversee the Implementation of all PPN 2018 related issues.
- To ensure that Collective Agreement No. 4 of 2016 is adhered to.
- To develop, endorse and monitor the implementation of the Management Plan on PPN 2018.
- To monitor the implementation of the decisions taken at the distribution workshop of the 12<sup>th</sup> September 2017.

Further:

- To oversee to the establishment of the District Task Teams.
- To coordinate the DTTs.
- To develop guidelines for the operations of the DTTs.
- To receive and discuss reports from the DTTs.

## **Composition of DTTs**

- District Director to be the chairperson
- CES IDS&G, CES LR, Deputy HRA/P
- Proportional representation of unions

## **Terms of Reference of the DTTs**

The District concerned must provide secretariat services to the DTT and its records must be lodged with the PTT.

The DTT must meet at least bi-weekly but may meet more often as may be necessary.

The DTT must perform the following functions:

- a) To monitor the implementation of Collective Agreement No. 4 of 2016;
- b) Monitor the co-ordination and implementation of the transfer of educators in addition in the district;
- c) Oversee and promote the transfer and make recommendations in this regard to the PTT;
- d) Monitor the Employer's establishment and updating of the list of educators in addition;
- e) Oversee the implementation of the Closed Post Level 1 Bulletin 1 of 2017;
- f) Receive and discuss reports from School Principals and Union representatives, and make recommendations where necessary;
- g) Resolve grievances of educators who are in addition; and,
- h) Perform other functions assigned to the DTT by the PTT.

## PPN 2018 Management Plan

**N.B. Chamber has adopted the management plan for the implementation of the PPN for the 2018 academic year. School principals, Circuit managers, Teacher Unions and School Governing Bodies are required to observe timelines and activities contained in the Management Plan. Closed Post Level 1 bulletin 1 of 2017.**

The department has issued a closed bulletin for additional educators as priority number one. The bulletin is also closed for temporary educators who are currently serving in the Eastern Cape Department of Education. Where an additional educators is not recommended substantive reasons should be provided to the HOD. A detailed explanation signed by the principal and chairperson of the governing body should accompany such explanation. In the event no additional educator is recommended a currently serving temporary educator should be considered for permanent appointment with effect from January 2018. Additional educators who are applying in the closed bulletin should attach a letter confirming their additional status.

**Please note that the closing date for all bulletins released is extended to the 7<sup>th</sup> November 2017.**

Regards,



**T. KOJANA**  
**SUPERINTENDENT GENERAL**



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

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**PPN 2018 MANAGEMENT PLAN FOR POST PROVISIONING:**

NO	ACTIVITY	TIMEFRAME	RESPONSIBILITY	STATUS
1	Internal preparatory meeting for PPN 2017 evaluation and Internal Budget workshop for PPN 2018	23 May 2017	HOD/CFO/DDGs/Chief Dir. HRM&D and Post Provisioning TT	Done
2	Information sharing meeting and Budget Workshop on 2018 Post Provisioning – Labour Unions and SGB Associations	13 June 2017	A/CFO and Post Provisioning TT	Done
3	2nd PPN Budget Workshop on post provisioning	23 June 2017	A/CFO and Post Provisioning TT	Done
4.	1st Consultation Sessions with PELRC Parties & SGBs Principle for creation of posts by the MEC in 2017	26 June 2017	MEC	Done
5.	2nd Consultation Sessions with PELRC Parties & SGBs on creation of posts by MEC	24 August 2017	MEC	Done
6.	Declaration of 2018 Post Establishment	25 August 2017	MEC for Education	Done
7.	Distribution workshop on PPN 2018 to PELRC Parties & SGBs	12 September 2017	HOD	Done
8.	Issuing of Post Establishment to Districts	12 September 2017	HRP & PS	Done
9.	Districts submit corrections on the 2018 Post Establishments to Head Office	10 October 2017	Districts	
10.	Training of DTTs and Stakeholders/Principals on contents of CA 4 of 2016	10-13 October 2017	PTT/ELRC	
11.	Staff Meetings on implementation of CA 4 of 2016	16-20 October 2017	School Principals & school staff	

NO	ACTIVITY	TIMEFRAME	RESPONSIBILITY	STATUS
12.	Identification of additional educators at District Offices	23-27 October 2017	School Principals, EDO and Union Rep as Observer	
13.	Issuing of letters to additional educators informing them of their status and making of choices by additional educators	30-31 October 2017	District Director/ School Principal	
14.	Issuing of CLOSED BULLETIN	29 September-7 November 2017	Dir. HRA	
15.	Finalisation of inter district placement	30 Oct.-10 Nov 2017	PTT/ HR	
16.	Additional educators with placement letters reporting to schools	1 January 2018	Dir. HRP&PS/ District Directors/ DD HRP/A/ EDOs/ school principals	
17.	Weekly Progress report to Head Office	Fortnightly (Thursdays)	District Directors / HRP & PS	
18.	PPN Report to the PELRC meeting	February 2018	Chief Dir. HRM&D/ PPN T. Team	