



OFFICE OF THE HEAD OF DEPARTMENT: EDUCATION

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INTERNAL MEMORANDUM

TO: CHIEF FINANCIAL OFFICER
DEPUTY DIRECTOR GENERAL: IOM
DEPUTY DIRECTOR GENERAL: EPEM
CHIEF DIRECTOR: FINANCE
CHIEF DIRECTOR: HRM&D
CHIEF DIRECTOR: CURRICULUM
ACTING CHIEF DIRECTOR: ASSESSMENT AND EXAMINATIONS
CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
DIRECTOR: SALARY PAYMENTS – HEAD OFFICE
DIRECTOR: HRA
DEPUTY DIRECTORS: HRA &P
DEPUTY DIRECTORS (CLUSTER A&B)
DEPUTY DIRECTORS: FINANCE

FROM: HEAD OF DEPARTMENT

SUBJECT: ABNORMAL APPOINTMENT PROCEDURE FOR 2019/2020 FINANCIAL YEAR

1. HRA is inundated with many enquiries from district offices regarding the appointment and payment of remuneration to Examination Assistants, Invigilators, Tutors, Hostel Supervisors and other Curriculum related Support staff.
2. During the Annual Audit of 2018/2019, Auditor General of South Africa (AGSA) had a closer look at the systems involved in processing the Abnormal appointments. They have had a great concern on number of issues regarding the payments implemented under Abnormal appointments.
3. The purpose of this HRM Instruction is to give clarity and way forward on the procedure for the appointment of the above categories under Abnormal Appointments.

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FINANCIAL YEAR**

4. Abnormal appointment follows the same procedure as of normal appointments. No abnormal appointment can be implemented without a written approval from the delegated authority. Except EPWP and Interns appointments, all other abnormal appointments are delegated to the District Director.
5. District Directors are instructed to take full responsibility of these abnormal appointments on the following conditions:
 - a. The relevant section or sub directorate should prepare the submission along with the list of the officials to be appointed with financial implications. (Budget should be attached to the submission). Separate submission should be prepared for each expenditure approval. For instance, a submission for tutors only and another for hostel supervisors, and so on.
 - b. If the district appoints employees from other departments, it should be recorded as such with proper motivation. This kind of payment is known as transversal and the AG requires proper motivation for such appointments.
 - c. District Director can approve the submission. Officials may not assume duties without the approval from the District Director. Approved officials should be issued with an appointment letter.
 - d. Approved submission, Projected costing list of the employees and the budget must be sent to the Director: Salary Payments before any appointment is implemented. Director: Salary Payments will provide the districts with a letter confirming that the appointment and payment can be authorized. Those who are already employed by the Department must be paid through the normal appointments. Department doesn't foresee any accruals on abnormal appointments.
 - e. Throughout the abnormal appointment authorisation process, Director: Salary Payments will be conducting independent checks to verify the validity of the authorised appointments.
 - f. Where non-compliance is identified, your District Director will immediately be informed thereof to investigate, account and to take appropriate action.

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6. HRA has attached a check list for your easy reference. District offices are requested strictly to use the check list provided. Abnormal appointment transactions must be monitored by the delegated HRA officials at the district office. You should keep a copy of all the appointment letters issued during the financial year for audit purposes.
7. The abnormal appointments in respect of EPWP workers and interns must however still be submitted to Head Office for authorization in the manner explained earlier by the Director: Salary Payments.
8. Kindly bring the contents of this circular to the attention of all employees under your supervision. Should further information be required regarding the content of this memorandum, the following official can be contacted through email at jose.daniel@ecdoe.gov.za or Telephone 040 608 4638.

The full co-operation of all relevant parties will be appreciated.



TS KOJANA
HEAD OF DEPARTMENT: EDUCATION

30/08/2019
DATE