



**TO: ALL EMPLOYEES OF ECDoE  
DEPUTY DIRECTOR-GENERALS  
CHIEF DIRECTORS  
DIRECTORS  
ALL LABOUR UNIONS  
CC: MEMBER OF THE EXECUTIVE COUNCIL: EDUCATION (MEC)  
CHIEF OF STAFF**

**FROM: HEAD OF DEPARTMENT**

**SUBJECT: REVISED MANAGEMENT PLAN FOR THE IMPLEMENTATION OF THE STAFF  
MIGRATION AGREEMENT: LEVEL 1- 12**

## **1. PURPOSE**

To communicate the plan to which the Department will manage the migration of all office-based employees of the Department who are at salary level 1 – 12.

## **2. BACKGROUND**

The Department has noted that Job Profiles and Placement Choice Forms have not been accessed by all employees due to the network problems in the Department. Also, concerns were received around the Placement Choice Form that necessitate some minor amendment of the document. These challenges impacted on the timelines that are indicated in the Management Plan.

To address the above challenges the Head of Department has decided to:

- a. amend the Management Plan and Placement Choice Form.
- b. distribute Job Profiles and Placement Choice Form to all Chief Directorates and Directorates for circulation to staff.



Below is the amended Management Plan:

Activity	Delivery Date
1. The Chief Directors at head Office and Directors at District to Convene staff meetings with their relevant sections on migration of staff	24- 06/03/2020
2. Amended Placement Choice Forms will be issued to all employees at Salary Level 1- 12.	02/03/2020
3. Chief Directorate: HRM&D to distribute Job Profiles to Chief Directorates and Directorates	02/03/2020
4. The completed Placement Choice Forms submitted to immediate Director for forward transmission to relevant Chief Director	13/03/2020
4. The completed Placement Choice Forms submitted by Chief Directors to Chief Director: HRM & D	17/03/2020
5. Placement Recommending Panels meetings be convened <b>(Chairpersons to ensure that all participants inclusive of labour unions are formally invited on time)</b>	24/03/ – 30/03/2020
6. Placement Committee meetings be convened <b>(Chairperson to ensure that all participants inclusive of labour unions are formally invited on time)</b>	06/04 – 10/04/2020
7. Placement of Middle Managers (CES, DCES, DD & ASD)	13/04 – 16/04/2020
8. Placement of SL 8 – 1 staff members	20/04 -30/04/2020
9. Management of Appeals	01/05- 07/05/2020
10. Open departmental Transfers	08/05/2020
11. Advertisement of vacant posts and Transfers	25/05/2020



3. Senior managers are required to ensure that this management plan is brought to the attention of all staff members in their respective units.
  
4. Your commitment and support will be highly appreciated during this period of transition in the Department.

Kind Regards

\_\_\_\_\_  
TS KOJANA  
HEAD OF DEPARTMENT

02/03/2020  
\_\_\_\_\_  
DATE



## PLACEMENT CHOICE FORM

### PERSONAL INFORMATION

INITIAL(S)		SURNAME		PERSAL#	
SOUTH AFRICAN?	Yes	NO		If No Specify Nationality	

### DEMOGRAPHIC RELATED INFORMATION

DISABILITY	Yes	NO		If Yes Specify Type of disability		
RACE				GENDER	Female	Male
ID NUMBER					AGE	

### EMPLOYEMENT DETAILS ((CURRENT POST)

EMPLOYEMENT STATUS	CONTRACT		PERMANENT	
CURRENT OCCUPATION			SALARY LEVEL	
DIRECTORATE			UNIT	
HIGHEST QUALIFICATION				
		AREA OF SPECIALITY/STUDY		
YEARS OF EXPERIENCE ON THE POST				
REGISTRATION DETAILS (IF APPLICABLE TO THE POST)				
BRIEF SUMMARY OF SKILLS				

NB: PLEASE ENSURE YOU ATTACH YOUR CV.

### CHOICE OF PLACEMENT (POSITION BE SELECTED AS STIPULATED BELOW)

FIRST CHOICE POST: DIRECTORATE/ UNIT	SECOND CHOICE POST: DIRECTORATE/UNIT	THIRD CHOICE POST: DIRECTORATE/UNIT

*\*THIS FORM WILL BE USED TO SUPPORT THE PROCESS OF PLACEMENT, BUT WILL NOT GUARANTEE THAT THE CHOICE WILL BE REALISED.*

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

This information was certified by (Initial & Surname) \_\_\_\_\_ (Supervisor), on this date \_\_\_\_\_. Signature of the Supervisor \_\_\_\_\_