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**HUMAN RESOURCE ADMINISTRATION**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: Miss BM Madonsela. Tel: 040 608 4228 . Email: [buhle.madonsela@ecdoe.gov.za](mailto:buhle.madonsela@ecdoe.gov.za)  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

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**INTERNAL MEMORANDUM**

**TO: CLUSTER CHIEF DIRECTORS  
DISTRICT DIRECTORS  
DIRECTORS: CLUSTER A&B  
DEPUTY DIRECTORS: HRA&P  
CIRCUIT MANAGERS**

**CC: DDG CORPORATE SERVICES**

**FROM: CHIEF DIRECTOR: HRM&D**

**DATE: 04 OCTOBER 2021**

**SUBJECT: CONVERSION OF NATURE OF APPOINTMENT OF TEMPORARY  
EDUCATORS TO PERMANENT: COLLECTIVE AGREEMENT 4 OF  
2018**

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1. As per Collective Agreement 4 of 2018, the conversion from temporary educators to permanent educators is done in accordance with Section 6B of the Employment of Educators Act, 1998 as amended and in terms of such policy provision the School Governing Body (SGB) must be consulted on the conversion of the employment status of a temporary educator to permanent.
2. You are required to convert these temporary appointments into permanent appointment as per the following instructions:
  - Educators without South African ID should not be converted to permanent status. They should be employed on temporary basis.
  - Educators should be professionally qualified and appropriately placed in the right phase. Foreign qualifications must be evaluated both by SAQA and by the DHET.
  - **There should be a substantive vacant post available at the school and the Temporal educator SHOULD have been in that post for 90 days as provided in the collective agreement.**



- Districts must ensure that they do not exceed their, PPN allocation of 2019 PL1 as they are converting the temporary educators into permanent positions of Post Level 1 Educators.
3. To assist district offices to comply with the Collective Agreement, the following pro forma correspondence of which copies are attached hereto have been developed and are herewith distributed for this purpose:
  - Consultation Letter to School Governing Body;
  - Form to accept/decline conversion of temporary educator to permanent;
  - Letter for conversion from temporary to permanent.
4. The relevant transactions in respect of the conversion of the nature of appointment of those qualifying temporary educators must be implemented on the PERSAL system not later than Friday, 29 October 2021.
5. Districts to submit report of all converted educators to Director HRA not later than 7 November 2021.
6. If you need any further information regarding this Internal Memo, please contact Miss BM Madonsela on [buhle.madonsela@ecdoe.gov.za](mailto:buhle.madonsela@ecdoe.gov.za) or 060 5236518. Kindly bring the contents of this circular to the attention of all employees under your supervision.

Your full co-operation in this matter is appreciated.

  
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**MR Q. LUTHULI**  
**ACTING CHIEF DIRECTOR: HRM&D**

04/10/2021  
DATE