



OFFICE OF THE ACTING DDG: CORPORATE SERVICES

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HRM&D CIRCULAR 1 OF 2022

TO : DISTRICT DIRECTORS
ALL PRINCIPALS OF PUBLIC SCHOOLS
CIRCUIT MANAGERS
SCHOOL GOVERNING BODIES
EDUCATOR UNIONS

FROM : ACTING DDG: CORPORATE SERVICES

DATE : 15 JANUARY 2022

SUBJECT : MANAGING EDUCATOR VACANCIES: PPN 2022



1. INTRODUCTION

The start of an academic year requires schools to have resources in schools for teaching and learning to start immediately. These resources are inclusive of educators who have requisite content knowledge of subjects they will be teaching. Thus, vacancies in schools must be filled in line with their PPN allocation.

The MEC declared 53 605 post basket for the 2022 academic year. At the 31 December 2021, the Department had 51 863 warm bodies with a net vacancy of 1 080.



2. Warm bodies and vacancies per category

The table below shows warm bodies and vacancies per category as at the 31 December 2021.

NEW DISTRICT	PRINC (PPN)	DEP PRINC (PPN)	HOD (PPN)	PL 1 (PPN)	TOTAL PPN POSTS	PRINC (PERSAL)	DEP PRINC (PERSAL)	HOD (PERSAL)	PL 1 (PERSAL)	TOTAL PERSAL FILLED	NETT VACANT PRINC	NETT VACANT DEP PRINC	NETT VACANT HOD	NETT VACANT PL 1	NETT VACANT TOTAL	TOTAL NON TEACHING
ALFRED NZO EAST	218	107	413	2,362	3,100	209	99	396	2,290	2,994	9	8	17	72	106	360
ALFRED NZO WEST	572	117	628	3,680	4,997	523	100	580	3,629	4,832	49	17	48	51	165	536
AMATHOLE EAST	702	75	496	3,209	4,482	576	82	488	3,140	4,286	126	-7	8	69	196	476
AMATHOLE WEST	389	43	272	1,781	2,485	326	38	249	1,808	2,421	63	5	23	-27	64	437
BUFFALO CITY MUNICIPALITY	409	202	738	4,278	5,627	388	166	612	4,430	5,596	21	36	126	-152	31	821
CHRIS HANI EAST	462	64	396	2,448	3,370	425	63	392	2,429	3,309	37	1	4	19	61	437
CHRIS HANI WEST	360	96	411	2,490	3,357	346	85	407	2,498	3,336	14	11	4	-8	21	610
JOE GQABI	300	89	342	2,122	2,853	260	79	326	2,145	2,810	40	10	16	-23	43	340
NELSON MANDELA BAY	307	319	900	5,160	6,686	294	303	839	5,178	6,614	13	16	61	-18	72	706
O R TAMBO COASTAL	634	227	1,003	5,672	7,536	592	225	944	5,665	7,426	42	2	59	7	110	611
O R TAMBO INLAND	582	146	736	4,214	5,678	551	147	701	4,161	5,560	31	-1	35	53	118	808
SARAH BAARTMAN	204	103	364	2,101	2,772	189	84	316	2,090	2,679	15	19	48	11	93	479
GRAND TOTAL	5,139	1,588	6,699	39,517	52,943	4,679	1,471	6,250	39,463	51,863	460	117	449	54	1,080	6,621

Note: (-) indicates excess warm bodies vs posts

TOP SLICED SUBSTITUTES	300
TOP SLICED GROWTH	50
TO SLICED GRADE R	299
POSTS SET ASIDE FOR NEW SCHOOL	13
TOTAL TOP SLICED	662
TOTAL 2021/2022 DECLARATION	53,605

NOTE: THE TOTAL NETT VACANT INCLUDING TOPSLICED POOL MINUS SUBSTITUTES	1,517
SUBSTITUTES	225
PPN NON TEACHING	7080
VACANT PPN NON-TEACHING POSTS	459



3. IDENTIFICATION OF ADDITIONAL EDUCATORS

School principals and Circuit Managers must ensure that the process of identification and placement of additional educators is done in line with Collective Agreement 4 of 2016.

As per the PPN Management Plan, additional educators must have been identified by the 03 December 2021 and placed by the 21 January 2022. Thus, District Task Teams must monitor and support the process of identification and placement of additional educators.

Circuit Managers must submit weekly reports to the District Director on the progress made in identification and placement of additional educators. If some additional educators have not been placed by the 21 January 2022, a mop-up will be undertaken and be completed by the 18 February 2022 under the monitoring of the Circuit Managers.

4. THE PROCESS OF FILLING VACANT POSTS IN SCHOOLS

The Department strives to have a teacher in front of every classroom for meaningful teaching and learning. All post level 1 appointments (permanent & temporary) must be sourced from the database of unemployed educators. Therefore, it is important for each District to update and keep the register of all unemployed educators in the province.

The following process should be followed by all schools when filling their vacant post level 1 posts (permanent & temporary):

- Schools should fill their posts by additional educators who match the profiles of the vacant posts.
- If additional educators have been exhausted or there are no educators in the pool of additional educators who match the post profile, schools should choose from the database of unemployed educators. The category of unemployed educators are as follows:
 - Funza Lushaka graduates
 - Matthew Goniwe graduates
 - NSFAS funded graduates
 - Self-funded graduates
- Resigned educators will only be considered if no suitable educator is found from the list of unemployed educators and will be appointed after the district has obtained approval from the Head of Department.



- School principals working with the Human Resource person in the district should ensure that the following proportional representation is used when appointing from the database of unemployed educators:
 - 30% from Funza Lushaka graduates
 - 25% from Matthew Goniwe graduates
 - 25% from NSFAS funded graduates
 - 20% from self-funded graduates

It is important for all schools to follow this circular in filling their vacant post level 1 for 2022. Also, District Directors and Circuit Managers must monitor the appointments and ensure that they do not go beyond their PPN allocation.

Yours in quality education

Mr S. MNGUNI
ACTING DDG: CORPORATE SERVICES

16/01/2022

DATE