



OFFICE OF THE DEPUTY DIRECTOR- GENERAL

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INTERNAL MEMORANDUM

TO: DEPUTY DIRECTORS - GENERAL

CHIEF DIRECTORS

DIRECTORS

CHIEF EDUCATION SPECIALISTS

DEPUTY DIRECTORS

CIRCUIT MANAGERS

PRINCIPALS OF SCHOOLS

FROM: ACTING DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

**SUBJECT: EXTENDING SCOPE OF THE DISTRICT TASK TEAMS (DTTs) TO
INCLUDE PLACING DISPLACED EMPLOYEES IN THEIR
ORIGINAL OR ALTERNATIVE WORKSTATIONS**

DATE: 07 APRIL 2022

1. INTRODUCTION

1. The objective of this Internal Memorandum is to facilitate placement of displaced employees in their original or, where applicable, alternative workstations.
2. The absence of displaced employees in their workstations is not only an audit query but contributes substantively to human and financial administration inefficiencies in the department.



2. BACKGROUND AND DELIBERATIONS

- 2.1 The department has noted that the absence of employees at the workstation / pay-points over a long period yields adverse impact on the contractual employer- employee relationships.
- 2.2 This anomaly is further confirmed by an alarming number of employees who are not, as per employment contracts, executing duties at their original workstations.
- 2.3 To this regard, reports show that the reasons resulting to this problem include, but not limited to; PILIR cases, effects of rationalization, displacements through wrath of communities and closure of former Teacher Training Colleges.
- 2.4 The displacements referred to also create human resource inefficiencies and financial burden for the employer let alone adverse bearing on the social and general welfare of displaced employees.
- 2.5 The financial implications include wasteful and fruitless expenditure the department incurs through remunerating employees who are not performing duties and responsibilities as per Conditions of Service stipulated in their appointment contracts.

3. EXTENSION SCOPE OF DTTs TO INCLUDE DISPLACED EMPLOYEES

- 3.1 The Department has adopted inclusive and consultative approaches and subsequently established relevant structures and systems aimed at resolving the problem in districts and schools.
- 3.2 These statutory structures consisting of employer and trade union officials carry out mandates and perform placement functions within their jurisdiction in resolving issues affecting employer - employee relationships.



- 3.3 The various Provincial Task Teams and ultimately DTTs do, as indicated above, function within mandates and prescribed Terms of Reference in dealing with matters referred to them.
- 3.4 In respect of the background and deliberations above, this Internal Memorandum therefore, serves to extend the work of DTTs to include placing displaced employees in their original or alternative workstations.

4. THE REPORTING MECHANISMS & TIMELINES

- 4.1 In monitoring progress aimed at assisting displaced employees to return to their original workstations, the DTTs must send reports to Head Office on monthly basis thereby enabling the Department to comply with the PERLC Chamber processes. (Please see the *Annexed Template*).
- 4.2 The Head Office and the PTT will provide the relevant support where necessary to the DTTs in ensuring realization of the objective to place displaced employees permanently.
- 4.3 The District Director should therefore ensure that the DTTs comply with the contents of this Internal Memorandum and report progress, as per the annexed Template to Head Office on monthly basis.

Attached hereto please find a copy of the *REPORTING TEMPLATE* for your attention and action by the DTTs.

Mr S. Mnguni
Acting ADDG- Corporate Services

12-04-2022

Date

