

MANAGEMENT PLAN TO DEAL WITH THE ISSUING OF PRINCIPALS BULLETIN VOLUME 3 OF 2014 AND FILLING OF ADVERTISED POSTS

PHASE	ACTION/ACTIVITY	TARGET DATES	RESPONSIBILITY
Phase 1	Preparation		
1.1	Verification of draft bulletin	23 May 2014	HRP
1.2	Submission of bulletin to SG	25 June 2014	HRA
1.3	Approval of bulletin	10 July 2014	SG
1.4	Distribution of bulletin	14 July 2014	HRA
1.5	Closing date.	22 August 2014	ALL
1.6	Compilation of a Computer Master list of all eligible applicants.	22 August – 5 September 2014	District Director/ EDO
1.7	Forward eligible applications with alphabetical master list to Institution SGB's.		
1.8	Support schools to implement Circular 49/2005.	Ongoing	District Director/ EDO
Phase 2	CONSTITUTION OF PANELS, INVITATION OF ORGANIZED LABOUR, SHORTLISTING & INTERVIEWING PROCESS		
2.1	Constitution of Shortlisting and Interviewing Panel.	8-12 September 2014	SGB/Panel/ EDO
2.2	Invitation to Observers from PELRC Unions.		
2.3	Shortlisting.		
2.4	Interview of Candidates.		
Phase 3	RECOMMENDATION AND SUBMISSION FOR APPROVAL OF APPOINTMENT		
3.1	Interview Panel presents outcome to SGB for ratification of ranking.	15 – 26 September 2014	Panel/ SGB/District Director/EDO
3.2	Rank recommended candidates and send documents together with completed Forms and minutes of interviews to Director HRA for approval of appointment of nominated candidate.		
3.3	Successful applicant is given letter of offer of appointment.		
3.4	Successful applicant is given 7 (seven) days to accept offer of appointment.		
3.5	Successful applicant is given letter of appointment.		
Phase 4	ASSUMPTION OF DUTY		
4.1	Successful applicant assumes duty.	1 October 2014	Distr. Dir. through EDO's
4.2	Unsuccessful applicants to be notified by SGB of outcome of interview.	29 September 2014	EDO
Phase 5	REPORTING		
5.1	Report to Provincial Office: Human Resource Administration in respect of filling of vacancies.	Weekly	District Director
5.2	Report to SG in respect of filling of posts.	Monthly	HRA