



Province of the
EASTERN CAPE
EDUCATION

HUMAN RESOURCE MANAGEMENT CIRCULAR NO 27/2016

Enquiries: Mr J Daniel Tel 0843609430

TO: DDGs Head Office
All Chief Directors
All District Directors
All Educational Development Officers
Provincial Secretaries: Labour Unions
All Principals

YEAR END SPECIAL STAFFING ARRANGEMENT: SECONDARY SCHOOLS

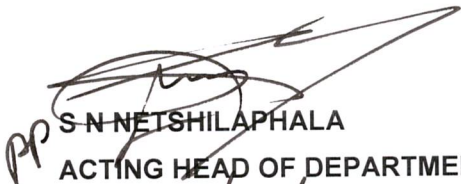
1. Following inter-action sessions in the Clusters to determine the readiness of schools for the year- end examinations, it was found that a substantial number of substantive posts became vacant after Bulletin 2/2016 was issued. Some learners are thus not having Educators to adequately prepare them for the year-end examinations.
2. In view of the above, special approval is hereby issued for Secondary Schools, to fill substantive vacant Educator (PL1) posts for Grade 8 to 12 through the “walk-in” recruitment methodology. This arrangement is subject to the following conditions:
 - a) There must be a substantive 2016 PPN vacant post on the establishment of the school. This **may** include a HOD posts **not** advertised in Bulletin No 3 of 2016 that may then be used to appoint a Temporary Educator (PL1) out of adjustment.
 - b) There may be no additional educator employed by the school.
 - c) The post profile(s) for critical vacancies to be filled through this initiative must be submitted by District Offices by no later than **21 September 2016** to the Acting Chief Director: HRM&D according to the attached scheduled. **Appendix A**

- d) Principals in conjunction with their Education Development Officers must submit per identified post, the **applicable** Special Nomination Submission for Educators who previously terminated their services from a Provincial Education Department (**Appendix B**) or new entrants (**Appendix C**).
- e) The **applicable**, completed and duly signed Special Nomination Submission must be placed on top of the appointment pack as per the Checklist (**Appendix D**) of the nominated “walk-in” candidate who must-
- be professionally qualified;
 - meet the Senior/FET Band requirements; and
 - meet the specific post profile requirements (post profile subject(s) must at least be offered and passed at second year level)

and must be submitted to the relevant District Office by no later **23 September 2016**. **Note:** Candidates who are not professionally qualified but majored in their B-degrees with critical subject(s) of Mathematics, Physical Sciences, Commercial Sciences and Technology may also be nominated for temporary appointment.

- f) On receipt of the Special Nomination Submission and appointment pack, the relevant Deputy Director: HRA&P and the District Director must ensure that:
- A substantive vacancy exists on the establishment of the school.
 - There are no additional educators at the school.
 - The special nomination template (submission) is completed and attached on top of each appointment pack **fully** meeting the applicable Checklist requirements.
 - If a foreign national is nominated for appointment he/she has a valid Work Permit, his/her education qualification certificate(s) have recently been evaluated by the Teacher Qualifications Unit of the Department of Higher Education (**Certificate must be attached**) and he/she is provisionally registered with SACE.
- g) District Directors must submit the full batch of nominations to the Office of Acting Head of Department before closing of offices on **30 September 2016** and made an appointment (through Ms Nomandla Simani at 040 6084208) with the Acting Head of Department to present the proposed appointments for consideration and approval. After approval of a nomination, an appointment letter will be issued on-site and handed to the District Director. The relevant appointment packs will then be referred to the Central Processing Centre to process salary payment on receipt of the Assumption of Duty Certificate. Under no circumstances may there be any delays in salary payments.
- h) All appointments will be made on a **temporary** basis with effect from the date of assumption of duty up to 31 December 2016.
- i) **Under no circumstances may an Educator be allowed to assume duty without receiving an Appointment Letter. Principals allowing such an arrangement will personally be responsible for the salary payment to Educators appointed without the requisite authorisation.**

3. No late submissions will be entertained as this is only a once-off special arrangement to support learners.
4. As agreed with the Cluster Management Teams, Educators whose transfers are approved from the date of this submission up to the end of the last school term of 2016, will not be allowed to move to the recipient school during this last term of the academic year but only with effect from January 2017 and subject to the availability of a substantive vacant post on the relevant school's 2017 PPN. For this purpose, transfer letters issued from now on must clearly state that "the approved transfer is subject to the availability of a substantive post provisioning on the 2017 PPN post allocation of the recipient school and will be cancelled if such a post is not available"


S-N NETSHILAPHALA
ACTING HEAD OF DEPARTMENT
DATE: 16/09/2016



Appendix A

**POST PROFILE OF POST(S) TO BE FILED ON A TEMPORARY BASIS UNDER THE SPECIAL
2016-YEAR END DISPENSATION FOR SECONDARY SCHOOLS**

Name of School	
District Office	

EMIS Number	
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Post 1	PL(1)	Y	N	PL 2 Out of Adjustment	Y	N
Grade Offering						
Subject Offering						
Post 2	PL(1)	Y	N	PL 2 Out of Adjustment	Y	N
Grade Offering						
Subject Offering						
Post 3	PL(1)	Y	N	PL 2 Out of Adjustment	Y	N
Grade Offering						
Subject Offering						

Note: If more posts need to be filled please complete a separate sheet.

It is hereby confirmed that the above substantive vacant post(s) is/are available on the 2016 PPN allocation of the School and there is currently no additional Educator employed at the School.

Name of Principal		Signature and Date	
Name of EDO		Signature and Date	
Name of District Director		Signature and Date	

Note: The completed document must be scanned and e-mailed to Mr Tshibo the Acting Chief Director: HRM&P at ntshibo@gmail.com before closing of Offices on **21 September 2016**.



To: The Acting Head of Department

RE-APPOINTMENT OF A TEMPORARY EDUCATOR WHO PREVIOUSLY TERMINATE SERVICES WITH A PROVINCIAL DEPARTMENT: 2016 YEAR-END SPECIAL INITIATIVE

1. The purpose of this submission is to obtain the approval of the Acting Head of Department in terms of Section 7(2)(a) of the Employment of Educators Act, 1998 the re-appointment of an Educator on a temporary basis against a substantive vacant post of Educator (PL1)/Head of Department (PL2) (**delete non appropriate post**) as indicated here-under:

School		EMIS Number	
Details of Nominee			
Surname		Initials	
ID Number		PERSAL Number	
Profile of Post			
Grade Offering		Subject(s)	
Profile of Educator			
Phase Offering	Foundation	Intermediate	Senior
			FET
			SACE NR
Subjects 2 nd			
Year Level			
Previous Recognisable Experience			
Number of Years:			

2. In view thereof that the profile of the nominee, supported by the attached appointment document pack (as per Checklist), meets the post profile requirements, it is recommended that approval be granted for the re-appointment of the said candidate with effect from his/her date of assumption of duty (a date after this approval) up to 31 December 2016 as a Temporary Educator (PL1).

Name of Principal		Signature and Date	
Name of EDO		Signature and Date	
Name of District Director		Signature and Date	

Proposed Appointment as Temporary Educator (PL1) approved/not approved:

S N NETSHILAPHALA
ACTING HEAD OF DEPARTMENT

DATE: _____



To: The Acting Head of Department

RE-APPOINTMENT OF A TEMPORARY EDUCATOR WHO PREVIOUSLY TERMINATE SERVICES WITH A PROVINCIAL DEPARTMENT: 2016 YEAR-END SPECIAL INITIATIVE

1. The purpose of this submission is to obtain the approval of the Acting Head of Department in terms of Section 7(2)(a) of the Employment of Educators Act, 1998 for the re-appointment of an Educator on a temporary basis against a substantive vacant post of Educator (PL1)/Head of Department (PL2) (**delete non appropriate post**) as indicated here-under:

School					EMIS Number		
Details of Nominee							
Surname					Initials		
ID Number				PERSAL Number			
Profile of Post							
Grade Offering			Subject(s)				
Profile of Educator							
Phase Offering	Foundation	Intermediate	Senior	FET	SACE NR		
Subjects 2 nd							
Year Level							
Previous Recognisable Experience							
Number of Years:							

2. In view thereof that the profile of the nominee, supported by the attached appointment document pack (as per Checklist), meets the post profile requirements, it is recommended that approval be granted for the re-appointment of the said candidate with effect from his/her date of assumption of duty (a date after this approval) up to 31 December 2016 as a Temporary Educator (PL1).

Name of Principal		Signature and Date	
Name of EDO		Signature and Date	
Name of District Director		Signature and Date	

Proposed Appointment as Temporary Educator (PL1) approved/not approved:

S N NETSHILAPHALA
ACTING HEAD OF DEPARTMENT

DATE: _____

To: The Acting Head of Department

APPOINTMENT OF A TEMPORARY EDUCATOR: 2016 YEAR-END SPECIAL INITIATIVE

1. The purpose of this submission is to obtain the approval of the Acting Head of Department in terms of Section 7(2)(a) of the Employment of Educators Act, 1998 for the appointment of an Educator on a temporary basis against a substantive vacant post of Educator (PL1)/Head of Department (PL2) (**delete non appropriate post**) as indicated here-under:

School					EMIS Number		
Details of Nominee							
Surname					Initials		
ID Number				PERSAL Number			
Profile of Post							
Grade Offering				Subject(s)			
Profile of Educator							
Phase Offering	Foundation	Intermediate	Senior	FET	SACE NR		
Subjects 2 nd							
Year Level							

2. In view thereof that the profile of the nominee, supported by the attached appointment document pack (as per Checklist), meets the post profile requirements/is not professionally qualified but meet the critical subject requirements (**delete if not applicable**), it is recommended that approval be granted for the appointment of the said candidate with effect from his/her date of assumption of duty (a date after this approval) up to 31 December 2016 as a Temporary Educator (PL1).

Name of Principal		Signature and Date	
Name of EDO		Signature and Date	
Name of District Director		Signature and Date	

Proposed Appointment as Temporary Educator (PL1) approved/not approved:

S N NETSHILAPHALA
ACTING HEAD OF DEPARTMENT

DATE: _____



CHECKLIST - APPOINTMENT DOCUMENTS FOR AUTHORIZATION - EDUCATORS

DISTRICT				
SURNAME & INITIALS		PERSAL NUMBER		
APPT CATEGORY				
No	DOCUMENT	DIST	H/O	ICU
1	Fully completed " Application for Appointment as Educator " Form			
2	Certified copy of ID Document			
3	Certified copy of Marriage Certificate / Decree of Divorce (if applicable)			
4	Certified copies of Qualifications Certificates (Include Teachers' Qualifications, i.e. Diploma in Education, B Ed Degree, ACE, NPDE, Further Diploma in Education, etc.)			
5	Full academic records / transcripts in cases where subjects do not appear on diplomas, degree certificates.			
6	Updated Curriculum Vitae			
7	Certified copy of SACE Certificate OR Proof of application (Post Office receipt reflecting ID no / Certified Mail Slip reflecting personal particulars of applicant)			
8	Bank Account Particulars Form – Stamped by Bank, Signed by Teller inside stamp, Thumb print of Educator + Signed by Educator (<i>Please note: all changes MUST be initialed</i>)			
9	Certified copy of Passport (If Foreigner)			
10	Evaluation of qualifications by DHET (If Foreign Qualifications)			
11	Certified copy of Valid work permit , where applicable (Non – South African)			
12	Recent PERSAL printout of POST ESTABLISHMENT reflecting vacant post (#3.3.4)			
13	Recent PERSAL printout of #4.3.1 choice 8 – proof that services were terminated (If applicable)			
14	Original Proof of Registration with SARS . Tax number should be provided.			

It is herewith confirmed that properly completed forms and certified copies of all documents marked with an ✓ above have been received and are attached to this checklist.

Appointment Document Pack Checked for Compliance by Deputy Director HRA in District Office			
	PRINT NAME	SIGNATURE	DATE
VERIFIED BY CPC HRA DESK			
	PRINT NAME	SIGNATURE	DATE
REVIEWED BY ICU			
	PRINT NAME	SIGNATURE	DATE

Transaction Code: _____

Reviewed by: _____
Surname and Initials Signature Date