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Human Resource Services

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**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
HEADS OF SECTION/COMPONENTS OF DISTRICT OFFICES
CES: CIRCUIT MANAGEMENT AND CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS**

HRM CIRCULAR No. 28 OF 2020

REVISED MANAGEMENT PLAN FOR SMT POSTS ADVERTISED IN HRM CIRCULAR No. 13 OF 2020

1. The Management Plan for the processes relating to the filling of posts advertised in HRM Circular No. 13 of 2020 had to be reviewed due to the declaration of National State of Disaster in view of COVID19.
2. The revised closing date for the submission of applications is now 30 June 2020.
3. The adjusted Management Plan is enclosed and must be strictly adhered to.
4. The content of this Circular must be brought to the attention of all employees of the Department.


DR E.V. NZAMA
HEAD OF DEPARTMENT: EDUCATION

DATE : 09/06/2020

**HRM CIRCULAR NO 13 OF 2020 AMENDED MANAGEMENT PLAN**

NO	ACTION	RESPONSIBILITY	DATE
1	Release of Bulletin to Disricts	HR H/O	3 March 2020
2	Release of Bulletin to Schools	Districts HR	4 March 2020
3	Convening of meetings of DTTs	Districts HR	5 March 2020
4	Closing date for Applications		30 June 2020
5	Workshop of Bulletin with relevant officials	HR H/O	1 July 2020
6	Workshop of Bulletin with relevant schools	Districts Deputy Directors: HRSS	2-3 July 2020
7	Final date for completion of Sifting, Acknowledgement and Validating process	Districts Deputy Directors: HRSS	6 July 2020
8	Verification of sifted out applications by Teacher Organisations	Teacher Organisation	8 July 2020
9	Release of Applications to schools	Circuit Management	9 July 2020
10	Final date for completion shortlisting, interviewing of applicants & ratification	SGBs	31 July 2020
11	Final date for submission of recommendations to the Districts	SGBs	3 August 2020
12	Final date of submission of captured data of recommended candidates by the District office to the Directorate: HR Services	Districts Deputy Directors: HRSS	7 August 2020
13	Validation of Recommendations	HR H/O	10 August 2020
14	Submission of recommendation to HOD for approval	HR H/O	11 August 2020
15	Approval of appointments by the Head of Department	HOD	12 August 2020
16	Submit approved recommendations to Districts	HR H/O	14 August 2020
17	Preparation and release of appointment letters	Districts Deputy Directors: HRSS	17 August 2020
18	Promotees assume duties	Promotees	1 September 2020

DRAFT HRM CIRCULAR NO 13 OF 2020 AMENDED OPERATIONAL PLAN

NO	ACTION	RESPONSIBILITY	DATE
1	Release of Bulletin to Districts	HR SERVICES	3 March 2020
2	O – Meeting / workshop on HRM Circular No. 13 of 2020 with Circuit Managers to discuss and plan the distribution of the vacancy List	DEP MAN – HRSS	5 March 2020
3	O - Affected Circuit Managers to workshop School Governing Bodies on Bulletins	Circuit Managers	6-7 April 2020
4	Convening of meetings of District Task Teams – to determine the distribution of bulletins and workshops conducted	DEP MAN – HRSS	5 March 2020
5	Closing date for applications		30 June 2020
6	O - Workshopping of Circuit Officials on sifting process.	DEP MAN – HRSS	1 July 2020
7	Sifting process.	Circuit Offices	2-6 July 2020
8	O - Preparation of sifted in and sifted out applications.	Circuit Offices	7 July 2020
9	Verification of sifted out applications by Teacher Organisations	Teacher Organisations	8 July 2020
10	Release of applications to schools	Circuit Managers	9 July 2020
11	O - Circuit Managers to verify all applications are with schools	Circuit Managers	10 July 2020
12	O - Circuit Managers to receive notification of dates for short listing from interview committees.	Circuit Managers	13 July 2020
13	Final date for completing short-listing and interviewing of applicants.	Interview Committees	30 July 2020
14	Final date for ratification by School Governing Bodies	SGBs	31 July 2020
15	Final date for submission of recommendations to the District Office	Circuit Managers	3 August 2020
16	O- Validation of recommendations and verification of posts	DEP MAN – HRSS	5 August 2020

	affected by grievances.		
17	O- Validation of candidates preference list against schools recommendations and capturing of data	DEP MAN – HRSS	6 August 2020
18	Convening of meeting of District Task Team for reconciliation of posts for onward submission to Head Office.	DEP MAN – HRSS	10 August 2020
19	Final date for submission of recommendations and captured data of recommended candidates by the District Office to the Directorate: Human Resource Services.	DEP MAN – HRS	11 August 2020
20	Approval of appointments by the Head of Department.	HO- HR Services	12 August 2020
23	Release of Appointments to Districts.	HO-HR Services	14 August 2020
24	O - Prepare and distribute appointment letters.	DEP MAN – HRSS	17 August 2020
25	Promotees assume duty.		1 September 2020