



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

WALK THROUGH FOR SCHOOL PRINCIPALS (REQUEST TO FILL A POST STEPS)

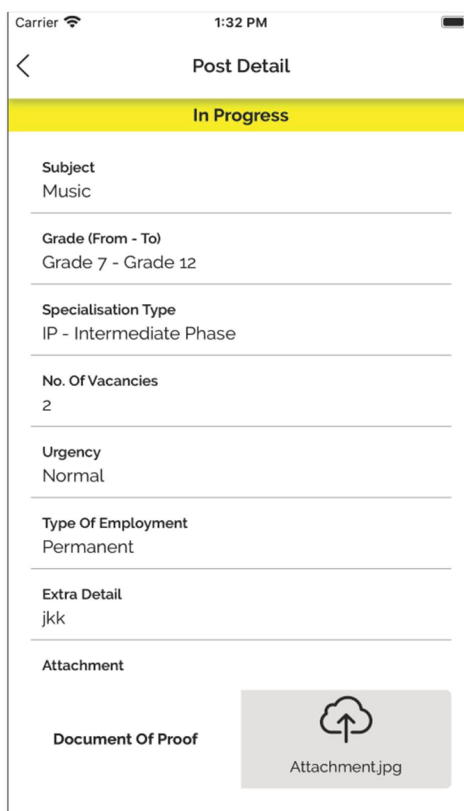
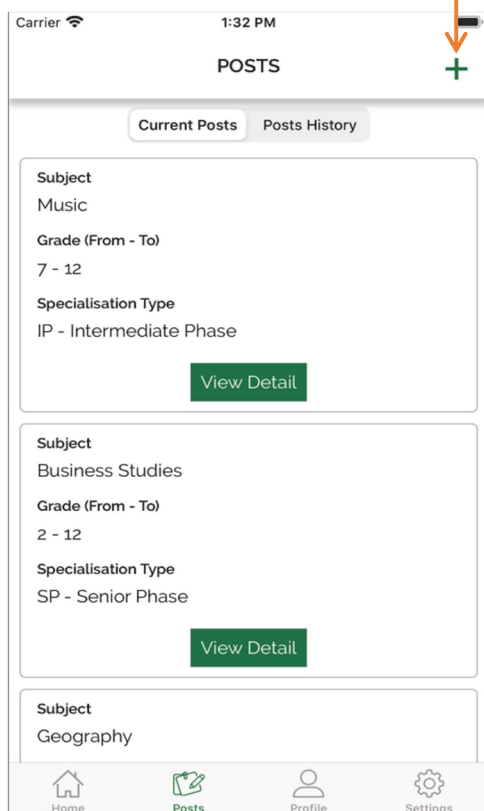
STEP 1: DOWNLOAD THE APP FROM THE APP STORES, BY TYPING “KZN UNEMPLOYED EDUCATORS” IN THE APP STORE

STEP 2: INSTALL THE APP ON YOUR SMART DEVICE(S).

STEP 3: LOG IN USING LOG IN DETAILS SUPPLIED BY SYSTEM ADMINISTRATOR.

NB: to register, complete the attached form and send to hrapprequest@kzndoe.gov.za

STEP4: ONCE LOGGED IN, the screen below will be displayed. Click on the **+** sign at top right hand corner.



STEP 5

The screens below will be displayed. Fill in the fields denoted below by selecting fields from the drop down.

The first screen, "Create To Fill Vacancy", contains the following fields: Subject (Select), Specialisation Phase (Select), No. Of Vacancies (No. Of Vacancies), Urgency (Select), Type Of Employment (Select), and Extra Details (Extra Details). A blue arrow points from the "Urgency" field to the "Urgency" screen. The second screen, "Subject Combination", contains the following fields: From Grade (Select), To Grade (Select), and Subject (Select). The third screen, "Specialisation Phase", contains the following options: FP - Foundation Phase, IP - Intermediate Phase, SP - Senior Phase, FET - Further Education and Training Phase, and SP/FET - Senior Phase/ Further Education and Training.

When the Principal selects **"urgency"**, the principal will be required to specify the level of urgency.

When the Principal selects **"Type of Employment"**, the Principal will be required to specify whether the request is to fill a permanent or contract position.

The "Urgency" screen lists the following options: Immediate, Intermediate, and Normal. The "Type Of Employment" screen lists the following options: Permanent and Contract.

The Principal may also attach a document to support the request i.e scanned sick note or leave form to mention a few by clicking on **"upload"** button. Click **"Submit"** to complete.



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HR APP PRINCIPALS REGISTRATION FORM

1 - User Creation Request

User Information

First Name: _____

Last Name: _____

PERSAL No. _____

E-mail Address: _____

ID Number : _____

Schools Name: _____

Circuit: _____

CMC: _____

District: _____

E-mail
Address: _____

USER ACKNOWLEDGEMENT

☐ I will utilize the APP to serve the interests of the department
and carry my duties guided by the policies of the department.

For Office Use _____

User Name Created: _____

Enrolling Officer (Super User)

Name: _____

Date: _____

Sign: _____

PLEASE EMAIL THE FORM TO HRAPPREQUEST@KZNDOE.GOV.ZA

OR

HAND DELIVER TO
Mr Vincent Sikhakhane
IT Services
NED BUILDING, room 110, PIETERMARITZBURG
Tel: 033 846 5106