



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
CES: CIRCUIT MANAGEMENT & CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS**

HRM CIRCULAR NO. 77 OF 2020

APPOINTMENT OF NOMINATED CANDIDATES FOR POSITIONS IN TERMS OF THE EDUCATION EMPLOYMENT INITIATIVE (EEI)

1. In terms of the management plan for the recruitment and selection of unemployed youth of ages 18 to 35 to positions created as part of the Education Employment Initiative, the nominations of successful candidates must be submitted to the Circuit Manager on 30 November 2020.
2. Principals of Schools must submit their nominations in respect of only the positions they are authorised to have filled in terms of the EEI Allocation certificates. The nominations must be submitted on the prescribed template. The supporting records/documents for the selection processes including the adverts, schedule of applications, minutes of the selection processes, etc must be maintained at the school for audit purposes.
3. The Circuit Manager must ensure that the nominations are submitted in accordance with the prescribed template and that the number of incumbents nominated do not exceed the number of posts as reflected in the EEI Allocation Certificates. The individual schedules must then be consolidated and forwarded to the Deputy Director: HRSS at the District Office. A follow up must be done in respect of non-compliance.
4. The Deputy Director: HRSS is required to undertake a final verification and consolidation of the schedules before submitting to the District Director for approval.
5. The school must, where processes have been finalised, request the nominated candidates to assume duty on 1 December 2020 while the formal approval is being awaited.
6. The attached Employment Contract must be entered into as soon as approval has been obtained from the District Director and communicated to the School. The incumbent is to sign all relevant pages and, for the purposes of this exercise, the Principal will sign on behalf of the Department.
7. Kindly ensure that the content of this Circular is brought to the attention of all employees under your supervision.


DR EV NZAMA
HEAD OF DEPARTMENT: KZN EDUCATION

DATE: 30/11/2020