



## education

Department:  
Education  
PROVINCE OF KWAZULU-NATAL

Enquiries: Ms NV Hlongwane

Reference: 4/1/2

Date: 8 February 2022

**To:** District Managers  
Heads of Directorates  
CES: Circuit Management  
DCES: Circuit Management  
Principals of Schools  
Chairpersons of School Governing Bodies

### HRM CIRCULAR NO.5 of 2022

### ADVERTISEMENT OF SCHOOL BASED VACANT PROMOTION POSTS

#### **1. BACKGROUND**

The vacancies advertised in this circular are as a result of attrition and increase in educator post allocation in terms of the Educator Post Establishment (PPN).

#### **2. GENERAL PRINCIPLES**

**2.1 This procedure manual is developed within the framework of the Personnel Administrative Measures (PAM) and replaces all other previous practices and procedure manuals. In this regard the following general principles must be noted: -**

**2.1.1** The obligations of the State as the Employer in terms of Sections 195 and 197 of the Constitution of the Republic of South Africa which includes the following factors:-

- a) The ability of the candidate; and
- b) The need to redress the imbalances of the past in order to achieve broad representation.

**2.1.2** The obligations of the employer in terms of section 189 of the Labour Relations Act, 1995, as amended and other applicable Labour Legislations.

**2.1.3** The obligation to achieve equality in the workplace in accordance with the provisions of the Employment Equity Act (EEA) of 1998, as amended.

**2.1.4** The role of the governing bodies, in terms of section 20(1)(i) of the South African Schools Act, as well as Chapter 3 of the Employment of Educators Act, 1998 as amended. These provisions require school governing bodies to accommodate the obligations of the employer towards serving educators.

**2.1.5** The requirements for the filling of educator posts as encapsulated in Chapter B of PAM.

- 2.1.6 The right of the Head of Department to take over the filling of post(s) if the processes are not finalized within two (2) months in terms of Section (6) (3) (L) of the Employment of Educators Act.

### 3. VACANCY SCHEDULE AND POST STRUCTURE

- 3.1 The schedule of school based educator posts advertised for filling are reflected in the **Annexure D**.
- 3.2 The post structure in respect of the school based educator posts are as follows:

POST DESCRIPTION	POST LEVEL
Teacher/Senior Teacher/Master Teacher	1
Departmental Head (previously Head of Department)	2
Deputy Principal	3
Principal (Grade P1 to P5)	4

- 3.3 Appointment to a higher Post Level will be regarded as a promotion and would result in the adjustment of the salary to the minimum notch of the applicable salary range provided that, in respect of serving educators, the salary is at all times increased by at least 6% irrespective of whether the current notch falls below or within the applicable higher salary range.
- 3.4 Whilst the post of Principal is on Post Level 4 it is a graded post from either P2 to P5. Appointment to a higher graded principal post will be regarded as a promotion and would result in the adjustment of the salary to the minimum notch of the applicable salary range provided that, in respect of serving principal, the salary is at all times increased by at least 6% irrespective of whether the current notch falls below or within the applicable higher salary range.

### 4. EDUCATION QUALIFICATIONS, STATUTORY REQUIREMENTS, EXPERIENCE AND ELIGIBILITY

The educational qualifications, statutory requirements and experience required for appointment to the respective posts are as follows:

POST DESCRIPTION	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENTS	COMPETENCIES AND SKILLS		EXPERIENTIAL COMPETENCY
			FUNCTIONAL FIELD	GENERIC	
Departmental Head	Recognized 3 or 4 year qualification which includes professional teacher Education	Registration with SACE as Professional Educator	Advance knowledge of teaching as provided for in the professional qualification	Good teaching and assessment skills  Good extra and co-curricular skills  Good people management  Good administrative skills  Good communication skills	3 years of actual teaching experience

Deputy Principal	Recognized 3 or 4 year qualification which includes professional teacher education	Registration with SACE as Professional Educator	<p>Advance knowledge of teaching as provided for in the professional qualification</p> <p>Good management skills</p> <p>Leadership</p>	<p>Good teaching and assessment skills</p> <p>Good extra and co-curricular skills</p> <p>Good people management</p> <p>Good administrative skills</p> <p>Good communication skills</p>	5 years of actual teaching experience
Principal (Grade P1 to P5)			<p>Advance knowledge of teaching as provided for in the professional qualification</p> <p>Good management skills</p> <p>Leadership</p>	<p>Good co-curricular skills</p> <p>Good people management</p> <p>Good administrative skills</p> <p>Good communication skills</p> <p>Good knowledge of applicable educator legislation, regulations and policies</p>	7 years of actual teaching experience

4.1 In respect of posts at LSEN schools, appropriate qualification and experience in the relevant special educational field as outlined hereunder must be taken into consideration when shortlisting. Some of these special educational challenges include:

- 4.1.1 Specifically learning disabled
- 4.1.2 Severely intellectually impaired
- 4.1.3 Epileptic
- 4.1.4 Cerebral palsied
- 4.1.5 Physically disabled
- 4.1.6 Severe behaviour problems
- 4.1.7 Hard of hearing
- 4.1.8 Partially sighted
- 4.1.9 Blind
- 4.1.10 Deaf
- 4.1.11 Autistic

## 4.2 Eligibility

4.2.1 Educators appointed in a permanent, temporary and substitute capacity and those that are non-serving that meet the requirements for appointment to posts in this circular are eligible to apply.

### 4.2.2 Special Requirements for Departmental Heads

4.2.2.1 Foundation Phase, Intermediate Phase and Senior Phase Posts – An applicant must have at least two (2) years teaching experience in the relevant phase.

4.2.2.2 Secondary Posts – Grouped Learning Fields – An applicant must have at least two (2) years teaching experience in a least one subject/learning area from the relevant Learning Field.

Learning Fields are grouped as follows:

- Agriculture and Nature Conservation
- Culture and Arts
- Business, Commerce and Management Studies
- Languages
- Manufacturing, Engineering and Technology
- Human and Social Studies
- Physical, Mathematical, Computer and Life Sciences
- Services

#### 4.2.2.3 LSEN Schools

LSEN institutions cater for children with special needs. Consequently, applications with the appropriate qualification and experience in the relevant special educational field must be considered when shortlisting.

Some of these special educational challenges include:

- Sensorily impaired children (i.e. deaf/blind and children who are hard of hearing/visually impaired);
- Neurally impaired children (i.e. physically handicapped, severely learning disabled children and cerebral palsied children);
- Moderately and severely mentally challenged children; and or
- Learning with severe behavioural problems.

## 5. PROCEDURES FOR SUBMISSION OF APPLICATIONS

- 5.1 , Suitably qualified and experienced persons who comply with the requirements for the advertised posts as at the closing date are invited to apply.
- 5.2 Promotion post holders that are additional to the establishment or displaced as well as downgraded principals must apply for equivalent level posts and are encouraged to apply for higher level posts advertised in this bulletin.
- 5.3 A separate application form (**Z83**) must be completed for each post applied for and the post reference number must be clearly indicated on the application form. Applicants are advised to be realistic when applying for posts.
- 5.4 Curriculum Vitae on the prescribed CV Form (**EHR 7**) must be submitted with each application.

*NB: The application form Z83 and the CV Form (EHR7) must be completed in full, duly signed with an original signature and date. Photocopies of the duly completed forms will only be accepted with original signatures and date.*

- 5.5 A single preference list of **all posts** applied for must also be completed on the prescribed preference form (**EHR 13**). This **PREFERENCE LIST must be submitted to the relevant district office and where the post/s applied for are attached to more than one district a copy of this single preference list must be submitted to all such district offices**. Relevant details for the submission of the preference list are as follows:

HR SUPPORT SERVICE :DISTRICT	RESPONSIBLE OFFICIALS	POSTAL ADDRESS	TEL.NO
Ilembe	Ms Z Mhlungu	Private Bag X54330, Durban, 4000	032 439 6246
Pinetown	Ms S Budhai	Private Bag x54323, Durban, 4000	031 360 2220
Umlazi	Ms G Hadebe	Private Bag X08, Mobeni, 4031	031 3606 222
Ugu	Mr J Govender	3 Jan Smuts Avenue, Port Shepstone, 4240	039 688 8636
Harry Gwala	Mr S Zimema	Private Bag X3560, Kokstad, 4700	039 797 3700
Umgungundlovu	Mrs PN Mjwara	Private Bag X9044, Pietermaritzburg, 3200	033 355 2320
Amajuba	Mr SDP Nkosi	Private Bag X6618, Newcastle, 2940	034 328 4500
Umzinyathi	Mr SP Mkhize	Private Bag X2001, Dundee, 3000	034 219 2762
Uthukela	Mr SA Zulu	49 Murchison Street, Ladysmith, 337	036 6387772
King Cetshwayo	Mr TA Mthembu	Private BagX20104, Empangeni, 3880	035 901 1567
Umkhanyakude	Ms FNR Dumisa	Private Bag X567, Mkuze, 3965	035 573 9662
Zululand	Mrs ST Luthuli	Private Bag X59, Ulundi, 3838	035 874 1003

5.6 All applications on the prescribed form (Z83) must be accompanied by the following documents:

- 5.6.1 (a) **Serving Educators** (Permanent/Temporary/Substitute educators currently in the service of the state that meet the minimum requirements for the relevant post applied for)

5.6.1.1 Curriculum Vitae (EHR 7) bearing an original signature.

5.6.1.2 For foreign qualifications, an original certified copy of an evaluation certificate must be included.

- (b) **Non Serving Educators** (Educators employed by SGB's and other private organizations)

5.6.2.1 A Curriculum Vitae (EHR 7) bearing an original signature.

5.6.2.2 An **original** certified copy of Page 1 of the identity document.

5.6.2.3 **Original** certified copies of all qualification documents.

5.6.2.4 For foreign qualifications, an original certified copy of an evaluation certificate must be included.

5.6.2.5 Original certified copy SACE registration certificate.

5.6.2.6 Proof of Service from current or previous employers

## 5.7 Validation of Applications

- 5.7.1 In respect of serving educators the required documentation as outlined in 5.6.1(a) above must be submitted to their Principal/Principal's Nominee/Supervisor and in the case Principals/ Acting Principals to the Circuit Manager. In this regard, information as contained in the application form (Z83) must be verified against the educator's personal file.

5.7.1.1 Surname and Initials

5.7.1.2 Post Reference Number

5.7.1.3 Education Qualifications

5.7.1.4 REQV: Category classifications e.g. (M+3 or REQV 13)

5.7.1.5 Present post held

5.7.1.6 SACE registration number or proof of registration thereof

5.8 All corrections on the Z83 application form and Preference list (EHR 13) must be endorsed by both the authorized validating official and the applicant.

5.9 On completion of validation, the Z83 application forms, preference list and supporting documents (including CV's) must be endorsed with the official school/office stamp, dated and signed by the validating official and timeously returned to the educator for onward submission to the relevant District Office.

5.10 The validating official is not required to validate applications that fall into any of the undermentioned categories:

**5.10.1 Applications and Preference list received after the closing date;**

**5.10.2 Application forms of applicants who do not meet the minimum qualifications and service requirements.**

5.11 In instances where the application for any of the posts are to be rejected the validating official must.

5.11.1 Indicate with a red pen **"REJECTED"** and the reason for rejection

5.11.2 Inform the applicant accordingly

5.11.3 Delete the post from the applicant's Preference Form

*NB. The onus rests with the applicant to ensure that each application is complete in every detail. Failure to do so may result in the application being sifted out.*

5.12 The application in respect of each post must be in a separate envelope and the following information must be indicated at the back of the envelope:

**5.12.1 The post number of the post applied for;**

**5.12.2 Name of the School, Circuit, and District Office;**

**5.12.3 Correct surname, initials and Persal number of the applicant.**

*(The above information is required by the Circuit Office to sort applications)*

5.13 The applications may be either posted or hand delivered to the relevant Circuit Office. In respect of hand delivered applications circuit offices must ensure that they have a dedicated register at a central point in order for applicants to complete the register as proof of hand delivery. In respect of applications being posted the onus rests with the applicant to ensure that there is sufficient postage and the application reaches the relevant circuit office timeously. The relevant circuit offices should ensure timeous collection of posted applications.

5.14 A list of Circuit Offices together with their contact details to which applications are to be submitted is contained in **Annexure C.**

## **6. CLOSING DATE FOR APPLICATIONS**

6.1 **The closing date for applications is 22 March 2022.**

6.2 All applications must be submitted either through postal services or hand delivery to reach the relevant Circuit Office by no later than 16:00 on the closing date. Applications received after the closing date and applications delivered at the incorrect Circuit Office will not be considered.

6.3 Applications, which are faxed, will not be accepted.

## 7. SIFTING

- 7.1 Upon receipt of applications the CES: Circuit Management must arrange for each application to be acknowledged by:
- 7.1.1 Informing all applicants in writing of receipt;
  - 7.1.2 Clearly indicating whether the application is complete or not; and
  - 7.1.3 Indicating whether the applicant meets the minimum requirements for the post and that the application has been referred to the institution concerned.
- 7.2 The Circuit Office must handle the process of eliminating applications of those candidates who do not comply with the requirements of the post(s) as stated in the advertisement.
- 7.2 The CES: Circuit Management must provide Trade Union parties to the ELRC with a full report at a formal meeting on:
- 7.2.1 Names of educators who have **met the minimum requirements** for the post/s in terms of the advertisement;
  - 7.2.2 Names of educators who have **not met the minimum requirements** for the post/s in terms of the advertisement and the reasons thereof; and
  - 7.2.3 Other relevant information that is reasonably incidental thereto.
- 7.3 The Trade Union parties should be allowed access to rejected applications on request.
- 7.4 Upon completion of the sifting process the CES: Circuit Management must arrange for a schedule of applications that met the minimum requirements together with the application forms to be forwarded to the relevant School Governing Body.

## 8. SHORTLISTING

- 8.1 The Interview Committee must conduct short listing subject to the following guidelines:
- 8.1.1 The criteria used must be fair, non-discriminatory and in keeping with the Constitution of the country.
  - 8.1.2 The curricular needs of the school.
- 8.2 The list of short-listed candidates for interview purposes **should not exceed five per post**. However, in the event there are applicants contemplated in paragraph 5.2 and if there is an educator who has been acting in the advertised post for 12 months (accumulatively) or more and has applied for the post, such applicants must be shortlisted and in this regard **the shortlisted candidates can exceed five per post**.
- 8.3 Any permanent serving educator who is currently acting for longer than 12 months or more in a post that is advertised in this bulletin and meets the requirements as set out in paragraph 4 must cross the appropriate box **“ACTED FOR LONGER THAN TWELVE MONTHS”** on the **EHR 7** form in order to ensure that the application receives due attention as reflected in paragraph 8.2 above.
- 8.4 Serving educators contemplated in paragraph 5.2 must be automatically shortlisted for appropriate equivalent posts.

## 9. NAMES AND TELEPHONE NUMBERS OF CONTACT PERSONS AT DISTRICT OFFICES:

- 9.1 All enquires relating to this bulletin must be directed to the relevant district office, details of which are furnished hereunder:

DISTRICT	NAME	TEL NO.	POSTAL ADDRESS	PHYSICAL ADDRESS
Ilembe	Dr LMMS Madonda	032 4396103	Private Bag X10612, Stanfer , 4450	Corner R102 and Link Road, (opposite Fire Station) Kwa Dakuza, 4450
Pinetown	Ms PK Hadebe	031 3606 211	Private Bag X9001, Pinetown, 3600	41 Voortrekker Street, Ashley, Pinetown, 3600
Umlazi	Mr PN Cele	031 3606 211	Truro House, P Bag X54323, Durban, 4060	Emaweleni Building, off Mangosuthu Highway
Ugu	Mr MW Sibiya	039 – 6888606	3 Jan Smuts Avenue, Port Shepstone, 4240	3 Jan Smuts Avenue, Port Shepstone, 4240
Harry Gwala	Mr GB Khumalo	039 797 3700	Private Bag X3560, Kokstad, 4700	8 Main Street, JY Building, Kokstad, 4700
Umgungundlovu	Mr S Mabinza	033 355 2324	185 Longmarket Street, Pietermaritzburg, 3201	185 Longmarket Street, Pietermaritzburg, 3201
Uthukela	Mrs ME Mokoena	036 6387844	49 Murchison Street, Ladysmith, 3370	Corner of Queen & Keate Street, Ladysmith, 3370
Umzinyathi	Mr SW Kheswa	034 2192703	Private Bag X2001, Dundee, 3000	40 Wilson Street - Office No.37 ,Dundee, 3000
Amajuba	Mr RTT Nzama	034 328 4500	Private Bag 6618, Newcastle, 2940	113 Panorama Drive, Lennoxton, 2940
King Cetshwayo	Ms WC Nzama	035 901 1303	Private Bag X20104, Empangeni, 3880	Corner of Maxwell & Hancock Street, Empangeni, 3880
Umkhanyakude	Mr TJ Motha	035 573 9601	Private Bag X567, Mkhuze, 3965	Corner of Thembaletu & Telebe Road, Mkhuze, 3965
Zululand	Mr PD Ndlovu	034 989 9885	Private Bag X9330, Vryheid, 3100	Corner of South & West Street, Vryheid, 3100

- 9.2 The Directorate: Human Resource Services at Head Office will not respond to any queries with regard to the posts advertised in this bulletin.

## 10. SHORTLISTING AND INTERVIEW

- 10.1 A School Governing Body constituted in terms of the South African Schools Act No. 84 of 1996 must establish an Interview Committee from its members.

- 10.2 The Interview Committee shall comprise of:

- 10.2.1 One (1) Departmental representative (who may be the school Principal) as an observer and resource person. (The role of the resource person is to provide guidance on procedural issues).
- 10.2.2 The Principal of the school if s/he is not the departmental representative except in the case where s/he is an applicant.
- 10.2.3 The Circuit Manager or her/his nominee who is at the same or higher post level in the event the Principal is an applicant or not available.
- 10.2.4 Members of the School Governing Body excluding educator members who are applicants to the advertised post(s); and
- 10.2.5 Additional members may be co-opted from the community by the School Governing Body for their expertise that may be required in the recruitment function.

- 10.3 One (1) Union Representative per Union that is party to the Provincial Education Labour Relations Council (ELRC) (SADTU & CTU-ATU). The Union Representatives shall be observers to the process of shortlisting, interviews and



the drawing up of a preference lists. Contacts of teacher unions are reflected in **Annexure D**.

- 10.4 The School Governing Body must convene the first meeting of the Interview Committee and ensure that all relevant persons/trade unions are informed at least five (5) working days prior to the date, time and venue for the shortlisting, interviews and drawing of the preference lists. (List of Teachers Unions reflected on Annexure D)
- 10.5 The Interview Committee must appoint from amongst its members a Chairperson and a Secretary.
- 10.6 The SGB may appoint persons who are not members of the governing body to the Interview Committee on grounds of expertise, but only a member of the governing body must chair the Interview Committee.
- 10.7 The School Governing Body must ensure that all applications that meet the minimum requirements and provisions of the advertisement are received from the Circuit Office. Such applications must thereafter be handed to the Interview Committee.
- 10.8 The Interview Committee, in considering the applications for shortlisting, must ensure compliance with the basic values and principles referred to in Section 195 of the Constitution, and the factors to be taken into account when making appointments include, but are not limited to
- 10.8.1 The ability of the candidate
  - 10.8.2 The principle of equity
  - 10.8.3 The need to redress past injustices
  - 10.8.4 The need for representivity
  - 10.8.5 The democratic values and principles as contemplated in Section 195 of the Constitution
  - 10.8.6 The procedures stipulated in this bulletin
  - 10.8.7 The minimum requirements for appointment with regard to educational qualifications, statutory and experiential requirements for the post
  - 10.8.8 Procedures that would ensure that the recommendation is not obtained through undue influence on the members of the School Governing Body
  - 10.8.9 The curricular needs of the institution
  - 10.8.10 The obligation of the employer towards serving educators
- 10.9 The Interview Committee must ensure that an educator, who has been acting in the advertised post for twelve (12) months or more and have applied for the post is also shortlisted.
- 10.10 The list of shortlisted candidates for interview purposes should not exceed five per post.
- 10.11 The shortlisting and interviews must comply with the following criteria in terms of Resolution 11 of 1997, which stipulates as follows:
- 10.11.1 **Shortlisting**
- |   |           |
|---|-----------|
| 10.11.1.1 Leadership: Administrative, Management and related experience | 7x2       |
| 10.11.1.2 Organisational Ability and Experience                         | 7x1       |
| 10.11.1.3 Professional Development, Educational Experience and Insight  | 7x2       |
| 10.11.1.4 Leadership: Community Related                                 | 7x1       |
| <b>Total Score</b>  | <b>42</b> |
- 10.11.2 **Interviews**
- |   |     |
|---|-----|
| 10.11.2.1 Leadership: Administrative, Management and related experience | 7x2 |
|---|-----|

10.11.2.2 Organisational Ability and Experience	7x1
10.11.2.3 Professional Development, Educational Experience and Insight	7x2
10.11.2.4 Leadership: Community Related	7x1
10.11.2.5 Personality and Human Relations	7x1

**Total Score** **49**

### 10.11.3 Rating Scale

The assessment for shortlisting and interviewing will be based on a 7-point scale applied as follows:

SCORE	SCALE	DESCRIPTION OF SCALE
1	Weak	Does not meet any requirements for the post
2	Poor	Far below minimum requirements for the post
3	Fair: Just below average	Meets some of the requirements for the post
4	Satisfactory: Adequate, Average	Meets most of the requirements for the post
5	Good: Above average	Meets most of the requirements more than adequately for the post
6	Very Good: Considerably Above Average	Meets all the requirements considerably more than adequately for the post
7	Excellent: Outstanding	Exceptional, very little room for improvement

- 10.12 All interview questions must be set on the day of the interview by the Interview Committee.
- 10.13 Interviewees must receive similar treatment during the interviews. At the conclusion of the interviews, the Interview Committee must rank the candidates in order of preference utilizing the scores as a guide and complete form EHR 11 which must thereafter be submitted together with a brief motivation to the School Governing Body for their recommendation.
- 10.14 The School Governing Body must, after having ensured that the principles and processes stipulated in paragraph 10. above have been adhered to, submit to the District Office
  - 10.14.1 at least three names of recommended candidates in order of preference; or
  - 10.14.2 fewer than three candidates in consultation with the Head of Department
- 10.15 The above mentioned recommendation must be submitted together with the following documents to the District:
  - 10.15.1 EHR 8- Shortlisting assessment forms of shortlisted candidates;
  - 10.15.2 EHR 9 - Schedule of shortlisted candidates;
  - 10.15.3 EHR 10 - Interview assessment forms of interviewed candidates;
  - 10.15.4 EHR 11 – Schedule of recommended candidates;
  - 10.15.5 Signed copies of all minutes of the Interview Committee including the minutes of the ratification by the meeting of the School Governing Body
  - 10.15.6 Application forms for all recommended candidates;
  - 10.15.7 Proof of transmission of invitations to Unions.
- 10.16 ***Failure to submit recommendations by the School Governing Body within the stipulated time frame ,will result in Department invoking the provisions of Chapter 3, paragraph B of the Employment of Educators Act No. 76 of 1998, as amended, or the post will be withdrawn and re-advertised in a new bulletin.***
- 10.17 In the event of a need to invoke Chapter 3, section 6 (3) (l) of the Employment of Educators Act as contemplated

above, the process must comply the the provisions of the HRM Circular No.55 of 2015.

## **11. RECORDS OF PROCEEDINGS**

- 11.1 The maintenance of accurate records and minutes of all meetings is essential. Records must indicate the date, names of all attendees and the constituencies that they represent. Proof of invitations to Unions and transmissions thereof must also be maintained.
- 11.2 Every effort must be made to document relevant details in respect of the various selection processes such as, shortlisting, interview decisions and motivations / reasons relating to the recommendations.
- 11.3 It is the responsibility of the Principal / Circuit Manager to ensure the safekeeping of all documents for at least two (2) school calendar years.

## **12. ROLE OF THE RESOURCE PERSON**

- 12.1 The role of departmental officials as resource persons is to assist the School Governing body." towards the appointment of qualifying school management by giving control to manage appointment processes without relying on third parties to perform such responsibilities. The resource person will be responsible to ensure the following:
  - 12.1.1 The selection panel has professional expertise;
  - 12.1.2 The composition of the interviewing committee should as far as possible be representative of the demographics of the SGB.
  - 12.1.3 Orientation and capacity building sessions is conducted with the Interviewing Committee to enhance its understanding of the selection and interview processes;
  - 12.1.4 The interview plan which includes the structure, types of questions to be asked, interviewing techniques, rating format and final recommendation is developed
  - 12.1.5 The selection process is transparent, fair, non-discriminatory and in keeping with the Constitution of the country;
  - 12.1.6 That all members of the committee sign the declaration of confidentiality before the start of the short-listing and interview process;
  - 12.1.7 That members of the committee declare in advance of any relationship or close friendship with any of the candidates which to an outsider could suggest bias which might be a factor in any final recommendation for appointment;
  - 12.1.8 Any challenges that may arise during the selection processes is addressed.
  - 12.1.9 That the panel is conducting two processes in the presence of observers namely shortlisting and interviews and including compiling the ranked order of preference (EHR11).
  - 12.1.10 Unions admitted to the ELRC are invited to observe the entire selection process from shortlisting to the finalisation of the recommendation.

### **13. ROLE OF INTERVIEW COMMITTEE CHAIRPERSON**

- 13.1 Brief the panel members on the shortlisting and appointment processes.
- 13.2 Manage a meeting to agree on the key selection criteria to use to shortlist candidates.
- 13.3 Obtain concurrence amongst the interview committee members on the interview arrangements including date, times, questions and interview setting.
- 13.4 Ensure that interview committee are competent in and familiar with the necessary processes for selection of a suitable candidate.
- 13.5 Ensure all interview arrangements are finalised timeously.
- 13.6 Ensure all the IC members know which questions they are to ask and in which order.
- 13.7 Ensure that all IC members are made aware of the results of shortlisting and interview assessments.
- 13.8 Preside over all shortlisting and interview processes.
- 13.9 Ensure completion of the final shortlisting assessment and recommendation forms.
- 13.10 Ensure all members of IC have signed necessary forms.
- 13.11 Ensure shortlisting and interview assessment forms, and ALL other relevant documents are forwarded to SGB.

### **14. OBSERVERS**

- 14.1 Valid credentials, on the letterhead of the officially recognized Teacher Organisations party to the ELRC, must be produced by observers.
- 14.2 An educator is precluded from serving as an observer on an Interview Committee if he/she is an applicant for a post at that school
- 14.3 Observers must sign the declaration of confidentiality (EHR 12) and uphold the code of secrecy.
- 14.4 Non-attendance of observers will not prohibit the selection process from proceeding as long as Teacher Organisations have been informed of scheduled meetings. The secretary must keep records of such invitations and transmission to the Unions.

## 15. **ROLE OF ORGANISED LABOUR AS OBSERVERS**

Only Teacher Unions party to the ELRC (SADTU, CTU "ATU") also has a stake in the fair and just transfer or appointment of everyone in the system, as such:

- 15.1 Teachers' unions as reflected above must observe the compliance with the legal prescriptions.
- 15.2 Observers are there to observe that substantive and procedural fairness are adhered to, and not to be directly involved in the processes of shortlisting and interviewing or to interfere with the appointment process by influencing any of the decisions during the shortlisting, interviewing or recommendation phases.
- 15.3 Only unions admitted to the ELRC must be invited to observe the entire selection process from shortlisting to the finalisation of the recommendation.
- 15.4 Union observers may bring any substantive unfairness or procedural irregularities to the attention of the interview committee /resource person for a speedy resolution.
- 15.5 An observer has the right to intervene in terms of the procedures if he/she deems that there is a deviation from agreed upon procedures. In such an instance an observer must indicate to the Chairperson that he/she wishes to intervene and ensure that the intervention takes place after the interviewee has left the room.
- 15.6 The observer must first attempt to resolve any concern with the Interview Committee. Should consensus not be reached, the observer may lodge a grievance with the District Grievance Committee.
- 15.7 An observer must continue to participate in the process while the grievance is being addressed by the **District Grievance Committee.**

## 16. **CHANGE OF RANK ORDER OF RECOMMENDED CANDIDATES OF INTERVIEW COMMITTEE BY SCHOOL GOVERNING BODY**

In the event the SGB at the ratification decides to change the rank order of preference of the Interview Committee the following must be adhered to:

- 16.1 All discussions, deliberations and decisions on why the rank order of recommended candidates be changed must be **ACCURATELY** recorded.
- 16.2 Such changes must be separately motivated in writing and attached to the recommendation of the Governing Body for consideration by the Head of Department.

16.3 The motivation must clearly indicate:

- 16.3.1 The reasons for recommending a change in the rank order
- 16.3.2 If and how after consulting any referees it influenced the SGB to change the rank order of the Interview Committee.
- 16.3.3 Clear comments indicating why EACH candidate recommended is not suitable if applicable
- 16.3.4 How, after applying its selection criteria, the interview committee may have not correctly ranked the candidates.

16.4 The School Body must ensure that it has considered the Principles of Section 7.1 of the Employment of Educators Act in the event it opts to change the recommendation of the Interview Committee.

16.5 All the above information must be submitted to the District Office together with the Ranked Order of Recommended Candidates (form EHR 11).

## 17. **RECUSAL BY MEMBERS OF INTERVIEW COMMITTEE AND GOVERNING BODY**

Members of the Interview Committee or School Governing Body must recuse themselves for the duration of the discussion and decision-making on any issue in which the members have a personal interest.

## 18. **CONFIDENTIALITY**

18.1 ALL **information** pertaining to the individual applicant is confidential and should not be discussed outside the meeting of the interview committee or school governing body.

18.2 All members of the Interview Committee and School Governing Body members must sign the **declaration of confidentiality** (EHR 12).

## 19. **NOTIFICATION TO APPLICANTS**

19.1 Applicants must be given five (5) working days' notice to attend the interviews. This period could be reduced if all parties are in agreement that interviews could be held at a shorter notice.

19.2 Telephonic notification should be confirmed in writing.

## 20. **TRAVEL AND OTHER COSTS**

18.1 Applicants invited to an interview, travel to the school at their own expense.

18.2 The Department shall pay relocation or resettlement allowances in terms of HRM 63 of 2010 to successful candidates.

## 21. INTERVIEW

- 21.1 Applicants must produce proof of identity in the form of ID Document, Passport or Driver's License at the interview.
- 21.2 Each member of the Interview Committee will assess the applicant according to the guidelines set out in EHR 10.

## 22. APPOINTMENT

- 22.1 The HR component in the relevant District will, after validating the relevant documents from the School Governing Bodies, compile a schedule of recommendations, in post order, and forward it to the Directorate: Human Resource Services at Head Office. **In the event a post is affected by a grievance it must not be submitted to Head Office for placement until the grievance is resolved.** The Directorate HR Services will compile a comprehensive schedule of placements for submission to the Head of Department for approval. In granting approval due consideration will be given to agreed upon procedures as well as compliance with the provisions of the Employment of Educators Act 76 of 1998, the South African Schools Act of 1996, the Employment Equity Act of 1998 and the Labour Relations Act of 1995, as amended. The approved list of placements must be verified against any grievances prior to releasing any posts. In the event a post is affected by a grievance the appointment to the post must not be released.
- 22.2 In the event that the successful candidate is no longer available for appointment to the post, the Head of Department will appoint the next available candidate from the list of recommended candidates.
- 22.3 The Department reserves the right to withdraw any posts(s) should it be found that the post(s) no longer exists.

## 23. DATE OF APPOINTMENT

The appointment and salary commencement date will be the date of assumption of duty as determined in accordance with Chapter B11 of the PAM.

## 24. GRIEVANCES / DISPUTES

- 24.1 Each District Director must establish a District Grievance Committee comprising of the following:
  - Chairperson: Chief Education Specialist / Deputy Director Human Resources / Employee Relations
  - Members: Deputy Chief Education Specialist / Assistant Director: Employee Relations and Staffing Co-ordinator
  - Secretarial services to the committee: HRSS
- 24.2 An aggrieved applicant may lodge a grievance on the attached Application Form (GR1) with the Employee Relations component in the District.
- 24.3 A Union Observer may also lodge a grievance on behalf of its member/s by completing the attached form and submitting it to the Employee Relations component in the District.
- 24.4 A grievance shall be lodged within 3 working days of completion of each process (Sifting, Shortlisting, Interviews) from the date when the grievances arise.
- 24.5 The DGC must ensure that the grievance is acknowledged within 3 working days of receipt thereof.
- 24.6 The meeting of the DGC must take place within 5 working days of the lodging of the grievance.

- 24.7 The DGC must finalize the grievance within 14 working days, except where evidence is required, then the committee shall state the number of additional days required.
- 24.8 A declaration of a grievance will not prevent the Interview Committee from proceeding with the selection process unless it is advised to halt the proceedings by the District Grievance Committee.
- 24.6 Should the grievance not be resolved to the satisfaction of the aggrieved party, a formal dispute may be lodged with the Education Labour Relations Council using prescribed procedures.

## 25. CONCLUSION

- 25.1 Principals of Schools are requested to ensure that this bulletin is brought to the attention of their School Governing Bodies and **all** educators on their staff who **must** sign an acknowledgment notice to that effect. The Circuit Manager must ensure that this is done and that the acknowledgement notice, as signed by educators, is received and submitted to the District Manager.
- 25.2 All relevant officials and SGB's must ensure that the attached management and operational plans are strictly adhered to (**Annexure's A and B**). In addition, a supply of forms has been included with this bulletin of which additional copies may be reproduced locally.
- 25.3 **PLEASE NOTE:** that the asterisk (\*\*) that is before some of the posts advertised in this bulletin indicates that the posts are incentivized.



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DR MJB MTHEMBU  
ACTING HEAD OF DEPARTMENT: EDUCATION

8/07/2022



**HRM CIRCULAR NO. 5 of 2022 MANAGEMENT PLAN**

<b>NO</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DATE</b>
1	Release of Bulletin to Disricts	HR H/O	25 February 2022
2	Release of Bulletin to Schools	Districts HR	28 February 2022
3	Convening of meetings of DTTs	Districts HR	1 March 2022
4	Closing date for Applications		22 March 2022
5	Workshop of Bulletin with relevant schools	District Deputy Directors: HRSS	23 March 2022
6	Final date for completion of Sifting, Acknowledgement and Validating process	Districts Deputy Directors: HRSS	24-25 March 2022
7	Verification of sifted out applications by Teacher Organisations	Teacher Organisation	28 March 2022
8	Release of Applications to schools	Circuit Management	5 April 2022
9	Final date for completion shortlisting, interviewing of applicants & ratification	SGBs	26 April 2022
10	Final date for submission of recommendations to the Districts	SGBs	28 April 2022
11	Final date of submission of captured data of recommended candidates by the District office to the Directorate: HR Services	Districts Deputy Directors: HRSS	3 May 2022
12	Validation of Recommendations	HR H/O	4 May 2022
13	Submission of recommendation to HOD for approval	HR H/O	5 May 2022
14	Approval of appointments by the Head of Department	HOD	6 May 2022
15	Submit approved recommendations to Districts	HR H/O	9 May 2022
16	Preparation and release of appointment letters	Districts Deputy Directors: HRSS	10 May 2022
17	Promotees assume duties	Promotees	1 June 2022

**HRM CIRCULAR NO.5 of 2022 OPERATIONAL PLAN**

NO	ACTION	RESPONSIBILITY	DATE
1	Release of Bulletin to Districts	HR SERVICES	25 February 2022
2	O – Meeting / workshop on HRM Circular No. 35 of 2021 with Circuit Managers to discuss and plan the distribution of the vacancy List	DEP MAN – HRSS	28 February 2022
3	O - Affected Circuit Managers to workshop School Governing Bodies on Bulletins	Circuit Managers	1 March 2022
4	Convening of meetings of District Task Teams – to determine the distribution of bulletins and workshops conducted	DEP MAN – HRSS	1 March 2022
5	Closing date for applications		22 March 2022
6	O - Workshopping of Circuit Officials on sifting process.	DEP MAN – HRSS	23 March 2022
7	Sifting process.	Circuit Offices	24-25 March 2022
8	O - Preparation of sifted in and sifted out applications.	Circuit Offices	28 March 2022
9	Verification of sifted out applications by Teacher Organisations	Teacher Organisations	28 March 2022
10	Release of applications to schools	Circuit Managers	5 April 2022
11	O - Circuit Managers to verify all applications are with schools	Circuit Managers	6 April 2022
12	O - Circuit Managers to receive notification of dates for short listing from interview committees.	Circuit Managers	7 April 2022
13	Final date for completing short-listing and interviewing of applicants.	Interview Committees	25 April 2022
14	Final date for ratification by School Governing Bodies	SGBs	26 April 2022
15	Final date for submission of recommendations to the District Office	Circuit Managers	28 April 2022
16	O- Validation of recommendations and verification of posts affected by grievances.	DEP MAN – HRSS	29 April 2022
17	O- Validation of candidates preference list against schools recommendations and capturing of data	DEP MAN – HRSS	3 May 2022

18	Convening of meeting of District Task Team for reconciliation of posts for onward submission to Head Office.	DEP MAN – HRSS	4 May 2022
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	4 May 2022
20	Approval of appointments by the Head of Department.	HO- HR Services	6 May 2022
23	Release of Appointments to Districts.	HO-HR Services	9 May 2022
24	O - Prepare and distribute appointment letters.	DEP MAN – HRSS	10 May 2022
25	Promotees assume duty.		1 June 2022

**DETAILS OF CIRCUIT OFFICES**

<b>DISTRICT: ILEMBE</b>				
<b>CIRCUIT</b>	<b>MANAGER</b>	<b>PHYSICAL ADDRESS</b>	<b>POSTAL ADDRESS</b>	<b>TELEPHONE</b>
Ndwedwe	Mr AJ Msane	Near the Police Station, Ndwedwe, 4342	Private Bag X532, Ndwedwe, 4342	032 5334017
Stanger	Dr NRT Blose	12 Cato Street, Stanger, 4450	Private Bag, X10689, Stanger, 4450	032 5511695
Maphumulo	Mr LS Khanyile	Maphumulo Main Road, Opposite Taxi Rank	Private Bag X9217, Maphumulo, 4470	032 481 2017
<b>DISTRICT: PINETOWN</b>				
<b>CIRCUIT</b>	<b>MANAGER</b>	<b>PHYSICAL ADDRESS</b>	<b>POSTAL ADDRESS</b>	<b>TELEPHONE</b>
Umhlathuzana	Mr ST Nkosi	Unit 6, Mpumalanga Township, Next to KZN Transport, Mpumalanga, 3700	Private Bag X1008, Hammarsdale, 3700	031 771 1963
Durban North West	Mr PH Nkosi	187 Musa Road, Kwa Mashu, 4360	Private Bag X018, Kwa Mashu, 4360	031 5031177
Mafukuzela Gandhi	Mr SSS Lushozi	1 Spire Road, Stonebridge, Phoenix, 4068	PO Box 2, Mount Edgecombe, 4300	031 5391963
<b>DISTRICT: UMLAZI</b>				
<b>CIRCUIT</b>	<b>MANAGER</b>	<b>PHYSICAL ADDRESS</b>	<b>POSTAL ADDRESS</b>	<b>TELEPHONE</b>
Durban Central	Mr MG Zondi	6 Acton Road, Umbilo, Durban, 4001	Private Bag X08, Mobeni, 4060	031 274 1900
Phumelela	Mr N Shandu	Cnr of Schoeman Lane & Morris Gumede, Umlazi, 4066	Private Bag X08, Mobeni, 4060	031 918 8500
Umbumbulu	Dr JC Van Rensburg	Opposite Magistrates Court, Umbumbulu, 4105	Private Bag X1022, Umbumbulu, 4105	031 915 0036
<b>DISTRICT: HARRY GWALA</b>				
<b>CIRCUIT</b>	<b>MANAGER</b>	<b>PHYSICAL ADDRESS</b>	<b>POSTAL ADDRESS</b>	<b>TELEPHONE</b>
Ixopo	Mrs ND Sithole	38 Magaret Street, Ixopo, 3276	Private Bag X505, Ixopo, 3276	039 834 0055 039 835 0065
Pholela	Ms BP Ntombela	Hlanganani Area, __	PO Box 23, Bulwer,	039 832 0057

		Bulwer	3244	039 832 0099
Umzimkhulu	Mrs GH Mpofana	Bird Street, Shop No.49, Umzimkulu, 3297	Private Bag X523, Umzimkhulu, 3297	039 259 0019 039 259 0018 039 259 0032

#### DISTRICT: UGU

CIRCUIT	MANAGER	PHYSICAL ADDRESS	POSTAL ADDRESS	TELEPHONE
Sayidi	Mr RC Wood	Next to Post Office, Gamalakhe Township	Private Bag X880, Port Shepstone, 4240	039 682 0115
Scottburgh Emzumbhe	Dr J Naidoo(Acting) Dr J Naidoo(Acting)	Next to Dududu Magistrates Office, Vulamehlo	Private Bag X515, Umzinto, 4200	039 974 0149 039 974 0460

#### DISTRICT: UMGUNGUNDLOVU

CIRCUIT	MANAGER	PHYSICAL ADDRESS	POSTAL ADDRESS	TELEPHONE
Msunduzi	Mr MA Mncwabe	169 Hoosen Hafajee Street, Pietermaritzburg, 3201	169 Hoosen Hafajee Street, Pietermaritzburg, 3201	033 394121
Umngeni	Mr TL Mvubu	169 Hoosen Hafajee Street, Pietermaritzburg, 3201	169 Hoosen Hafajee Street, Pietermaritzburg, 3201	033 394121
Vulindlela	Ms T Mahlaba	Taylor's Halt, No. 4, Next to Police Station	Private Bag X504, Plessislaer, 3216	033 505 0051

#### DISTRICT: AMAJUBA

CIRCUIT	MANAGER	PHYSICAL ADDRESS	POSTAL ADDRESS	TELEPHONE
Dannhauser	Mr TP Mngomezulu	Dannhauser	Private Bag X1036, Dannhauser, 3080	034 621 2578 034 621 2579
Newcastle	Mr MH Nkosi(Acting)	9288 Section 5, Hospital Road, Madadeni	Private Bag X5011, Madadeni, 2951	034 329 1151/2/7

#### DISTRICT: UTHUKELA

CIRCUIT	MANAGER	PHYSICAL ADDRESS	POSTAL ADDRESS	TELEPHONE
Bergville	Mr LF Mbongwe	5 Short Street Bergville, 3350	Private Bag X1657, Bergville, 3350	036 448 9200
Estcourt / Wembezi	Mr VC Maharaj	Estcourt	Private Bag X7082, Estcourt, 3310	036 353 2571/2
Mnambithi	Mrs RD Masondo	Impala Street, Ezakheni	Private Bag X20006, Ezakheni, 3381	082 608 0298

#### DISTRICT: UMZINYATHI

CIRCUIT	MANAGER	PHYSICAL ADDRESS	POSTAL ADDRESS	TELEPHONE
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Endumeni/Nquthu	Mr P Sadaw	64 Ann Street, Dundee	Private Bag X2045, Dundee, 3000	034 212 2139
Msinga	Mr JS Myeza	Dundee Road, Shop No. 3 Tugela Ferry Mall, Tugela Ferry, 3010	Private Bag X503, Tugela Ferry, 3010	033 493 0015
Umvoti	Ms NE Mkhize	162 Voortrekker Street, Greytown, 3250	162 Voortrekker Street, Greytown, 3250	033 413 2666

#### DISTRICT KING CETSHWAYO:

CIRCUIT	MANAGER	PHYSICAL ADDRESS	POSTAL ADDRESS	TELEPHONE
Umlalazi	Mr NE Nxumalo	874 Umsonti Road, King Dinizulu Township, Eshowe	Private Bag X533, Eshowe, 3815	035 4741438
Imfolozi	Mr DD Biyela	Aloe Loop Street, Veld en Vlei, Richards Bay	Private Bag X14, Empangeni Rail, 3910	035 9011160
Umhlathuze	Mr SB Dube	H2680 Mathole Road, Esikhawini	Private Bag X8512, Esikhawini, 3887	035 796 4000 035 796 4012 035 796 4155
Nkandla	Mr SW Mtethwa	Lot 208 Ndlangubo Street, Nkandla Village	Private Bag X130, Nkandla, 3855	035 833 0017 035 833 0018
Mthonjaneni	Mrs WC Zwane	8 Union Street, Empangeni, 3880	Private Private Bag X14, Empangeni Rail, 3910	035 7941010

#### DISTRICT: ZULULAND

CIRCUIT	MANAGER	PHYSICAL ADDRESS	POSTAL ADDRESS	TELEPHONE
Bhekuzulu	Mr SS Nxumalo	150 Hoog Street, Vryheid, 3100	Private Bag X9318, Vryheid, 3100	034 980 9491
Mahlabathini	Mr SP Buthelezi	Princess Magogo Street, Ulundi	Private Bag X574, Mahlabathini, 3865	035 873 7000
Nongoma	Mr CS Mbatha	Main Street, Nongoma, Next to Magistrates Court	Private Bag X5092, Nongoma, 3950	035 831 0229 035 831 0405
Paulpietersburg	Mr BO Zulu	122 Landrost Street, Vryheid, 3100	Private Bag X1784, Vryheid, 3100	034 413 1229
Pongola	Mr EM Nxumalo	New Republic Street, Mathashi Building- 1 <sup>st</sup> Floor, Pongola	Private Bag X0044, Pongola, 3170	034 413 1229

<b>DISTRICT: UMKHANYAKUDE</b>				
<b>CIRCUIT</b>	<b>MANAGER</b>	<b>PHYSICAL ADDRESS</b>	<b>POSTAL ADDRESS</b>	<b>TELEPHONE</b>
Ingwavuma	Mrs NN Ngubane	Ingwavuma Circuit Office, Main Road, Bhambanana, before Tjunction, Ingwavuma	Private Bag X2264, Ingwavuma, 3968	035 591 0762 035 591 0771
Hlabisa	Mr SH Zulu	Kwamsani Township, Mtubatuba, 3935	Private Bag X7111, Mtubatuba, 3935	035 551 1057
Ubombo	Mr AT Ndlovu	Ubombo Main Road, next to Ubombo Magistrate Court.	Private Bag X604, Ubombo, 3970	035 595 1022
Umhlabuyalingana	Mr MW Mahlangu	Tembe Tribal Authority Road, Manguzi Area, KwaNgwanase, 3973	Private Bag X902, KwaNgwanase, 3973	035 5920129/30

DETAILS OF TEACHER UNIONS
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NAME OF UNION	CONTACT	TELEPHONE	FACIMILE
SADTU	Inkosi Albert Luthuli Region Suite F1, 13 Arbee Drive Dicks Centre, Tongaat, 4439	032-9441958	032-9444971
	Durban South Region 343 Anton Lembede Street, Durban 3 <sup>rd</sup> Floor, Room 307 - Permanent Building	031-3043813	031-3044792 mzimthemburegion@gmail.com
	North Coast Region 21 Union Street BFT Property Empangeni, 3830	035-7721649	035-7721649 northcoastregional@gmail.com
	Mbuso Shabalala Region, 48 Wooley Street, Port Shepstone, 4240	039-6826938	039-6826935
	Phiwo Kamjula Gwamanda Region Office 324/ 6 3 <sup>rd</sup> Floor, Nedbank Center, Harding Street, Newcastle, 2940	034-3125330	034-3123397
	Harry Gwala Region 191 Burger Street, Pietermaritzburg, 3201	033-3942627	033-3942629
	Mzala Nxumalo Region Dardenelles Building, Office No.9-12, 180 Hlobane Street, Vryheid, 3100	034-9833215	034-9833215
CTU-ATU	NATU Durban Region – Name (ANDREW) Embassy Building, Anton Lembede Street 14th Floor, NATU OFFICE Durban, 4001	031-3321342	031-3321343
	NATU North Coast Region – Name (VUSI) Ebony Crescent lot 309, Mtubatuba, 3889	0832432695	035-787 0989
	NATU Pietermaritzburg Region – Name (MAKHU) 268 Langalibalele Street, Above KFC, Office No.8, Pietermaritzburg, 3201	33-394 0924	033-394 0924
	NATU Abaqulusi Region 134 Landross Street Vryheid	0739458835 / 0834342830	0865773404



NATU Ulundi Region – Name (BHEKISISA) Block 4a, Fairbreeze Office Park, 481 Princess Magogo Street, Ulundi, 3838.	0783222128	035-870 1775
NATU Northern Natal Region – Name (THEMBI) G4732 Old Amandla Cinema, NATU TDICC Madadeni, 2951	034-329 2716	034-329 2716
NATU Estcourt Region – Name (SILINDILE) 74 Harding Street, Enterprise Building, Room No.12 Estcourt, 3310	036-352 7145	036-352 7145
NATU South Coast Region – Name (MRS MBATHA) Suite No. 6, Portston Centre, 41 Aiken Street, Port Shepstone, 4240	0828304382	039-682 7011
NATU Ilembe Region – Name (THULI) Office No.4, 51D Mahatma Gandhi Street, Kwadukuza, 4450	032-552 2236	032-552 2238