



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE:

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**TO : DEPUTY DIRECTORS – GENERAL  
CHIEF DIRECTORS  
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DEPUTY DIRECTORS – HRSS  
CES – CIRCUIT MANAGEMENT  
CIRCUIT MANAGERS  
PRINCIPALS OF SCHOOLS  
SCHOOL GOVERNING BODIES**

### **HRM CIRCULAR NO.8 OF 2025**

**RE : HALTING OF SELECTION PROCESSES IN RESPECT OF HRM CIRCULAR NO.20 OF 2024**

1. The Department has been made aware of the growing outcry emanating from the flouting of sifting processes as outlined in the procedure manual for implementation of HRM Vacancy Circular No.20 of 2024.
2. Some of the issues that have been brought to the attention of the Department in relation to the exclusion of applications without following the procedure referred to above are as follows:
  - a) Applications sifted out on the basis that the applicant used the old Z83 form,
  - b) Applications sifted out on the basis that the applicant initialed the Z83 Form electronically, and
  - c) Applications sifted out on the basis the applicant who is a South African did not write a passport number.
3. Furthermore, the Department has been informed that in some instances, Unions were not invited to observe these processes.
4. Noting the above, a directive is given to all officials responsible for these processes to ensure that the following is strictly adhered to:
  - a) Applications must not be sifted out based on the fact that the applicant has used the old Z83 Form.
  - b) Applications must not be sifted out based on the fact that the applicant initialed the Z83 Form electronically.
  - c) Applicants who are South Africans must not be sifted out based on the fact that they did



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not provide passport numbers.

- d) Paragraph 7 as set out in the procedure manual issued under HRM Circular No, 20 of 2024
5. The verification/sifting process must be completed by no later than 26 February 2025. Thereafter, all processes must resume.
6. School Governing Bodies and Interviewing Committees are further advised to submit all recommendations to the department on or before 20 March 2025. Failure to comply with this timeframe will result in the department invoking the provisions of HRM Circular No.55 of 2015.
7. The halting of selection processes applies to posts that are still at the **sifting and shortlisting** stages by the date of issuing of this circular.
8. The inconvenience caused by the circular is highly regretted.

**MR GN NGCOBO**  
**HEAD OF DEPARTMENT**  
**KZN EDUCATION**  
**DATE: 21/02/2025**