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Directorate: Human Resource Services
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To: Chief Directors: District Operations
District Directors
Deputy Directors: HRSS & Employee Relations
CES: Circuit Management
Circuit Managers
Principals of Schools

HRM CIRCULAR NO: 26/29 OF 2024
SIFTING CRITERIA FOR SCHOOL BASED EDUCATOR POSTS

1. The Department has revised the sifting criteria for the school-based educator posts due to amendments to prescribed forms utilised in the application process.
2. Consequently, sifting criteria for applications are as follow:

2.1 Application form

- 2.1.1 **Only** the new application form Z83 – 81/971431 will be accepted as the legitimate application form.

2.2 Post Requirements

Post Description	Post Level	Years of Service Required (Actual Teaching Experience)
Educator	1	Nil

2.3 Qualification Requirements

- 2.3.1 Recognized 3 or 4 year qualification which **includes** professional teacher Education

2.4 Statutory Requirements

- 2.4.1 Applicants **must** be registered with SACE and **must** attach their SACE certificate or proof of registration thereof.



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2.5 Eligibility

- 2.5.1 Educators applying for posts in this circular must specialise in the phase and/ or subject of the post for which he/she is applying for.

2.6 Requirements for LSEN Schools Posts

- 2.6.1 Applicants **must have appropriate qualification and experience** in the following LSEN educational fields:

- 2.6.1.1 Specifically learning disabled
- 2.6.1.2 Severely intellectually impaired
- 2.6.1.3 Epileptic
- 2.6.1.4 Cerebral palsy
- 2.6.1.5 Physically disabled
- 2.6.1.6 Severe behaviour problems
- 2.6.1.7 Hard of hearing
- 2.6.1.8 Partially sighted
- 2.6.1.9 Blind
- 2.6.1.10 Deaf
- 2.6.1.11 Autistic

2.7 Status of Non-South African Citizens

- 2.7.1 Only a Non-South African citizen with a permanent residence and valid work permit are allowed to apply.
- 2.7.2 Proof of permanent residence and valid work permit must be attached to application form.

MR GN NGCOBO
HEAD OF DEPARTMENT EDUCATION
DATE: 15/10/2024



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ANNEXURE B

PROVINCE OF KWAZULU – NATAL DEPARTMENT OF EDUCATION
HRM CIRCULAR NO. 26/29 OF 2024

MANAGEMENT PLAN

NO.	ACTION	RESPONSIBILITY	DATE
1.	Release of Bulletin to Districts	HR H/O	23 August 2024
2.	Release of Bulletin to schools	District HRSS	26 August 2024
3.	Workshopping of Bulletin with DTTs	HR H/O	26 August 2024
4.	Closing date for applications		20 SEPTEMBER 2024
6.	Final date for completion of sifting, acknowledgement, and validation process	District Deputy Director: HRSS	18 October 2024
7.	Verification of sifted out applications by Teacher Organisations	Teacher Organisations	21 October 2024
8.	Release of applications to schools	Circuit Management	22 October 2024
9.	Final date for completion of shortlisting, interviewing of applicants and ratification	SGBs	4 November 2024
10.	Final date for submission of recommendations to the district office	SGBs	8 November 2024
11.	Final date of submission of captured data of recommended candidates by the district office to the directorate: HR Services	District Deputy Director: HRSS	12 November 2024
12.	Validation of recommendations	HR H/O	15 November 2024
13.	Submission of recommendations to HOD for approval	HR H/O	16 November 2024
14.	Approval of appointments by the HOD	HOD	29 November 2024
15.	Submit approved recommendations to Districts	HR H/O	2 December 2024
16.	Preparation and release of appointment letters	District Deputy Director: HRSS	3-6 December 2024
17.	Educators assume duties		13 January 2025

MR G. NGCOBO
HEAD OF DEPARTMENT: KZN