



## GAUTENG PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

**Circular: 03/2022**

**Date: 28 September 2022**

### Topic

**IMPLEMENTATION OF THE 2023 EDUCATOR POST ESTABLISHMENT, PLACEMENT OF EDUCATORS ADDITIONAL TO POST ESTABLISHMENT AND GRADING OF INSTITUTIONS WITH EFFECT FROM 01 JANUARY 2023**

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### Distribution

- ✓ Deputy Director-Generals, Chief Directors and Directors at Head Office and District Offices
- ✓ Principals of all Public Schools
- ✓ Principals of Special Schools
- ✓ Members of School Governing Bodies and Associations
- ✓ Labour Unions and Organisations

### Enquiries

HR Provisioning at District Offices

On request, this circular will be made available in Afrikaans, isiZulu, or Sepedi within 21 days  
Also available on the website at: [www.gauteng.gov.za](http://www.gauteng.gov.za)

# IMPLEMENTATION OF THE 2023 EDUCATOR POST ESTABLISHMENT, PLACEMENT OF EDUCATORS ADDITIONAL TO POST ESTABLISHMENT AND GRADING OF INSTITUTIONS WITH EFFECT FROM 01 JANUARY 2023

## 1. INTRODUCTION AND BACKGROUND

- 1.1 This circular sets out procedures related to the implementation of Post Establishment, placement of educators additional to Post Establishment and grading of institutions for implementation in 2023.
- 1.2 The circular is the result of consultation and agreement with PELRC unions / labour organizations and is underpinned by the principle of balancing the need for maintaining efficiency, allowing for minimum disruptions in the system.
- 1.3 All relevant processes outlined in the Circular must be observed.
- 1.4 For your convenience, definition of terms and acronyms are provided in Annexure L.

## 2. PURPOSE OF THE CIRCULAR

**This circular outlines the procedures to be followed by all schools for the:**

- 2.1 implementation of the 2023 Educator Post Establishment.
- 2.2 placement of educators additional to the Post Establishment of institutions.
- 2.3 conversion of contracts of educators who meet conversion criteria.
- 2.4 appointment of new entrants; and
- 2.5 grading of institutions.

## 3. POLICY AND LEGISLATIVE FRAMEWORK

- 2.1 Constitution of the Republic of South Africa, 1996 (Act No.108 of 1996), as amended.
- 2.2 National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- 2.3 South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- 2.4 Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended.
- 2.5 Employment Equity Act, 1998 (Act No. 55 of 1998), as amended.
- 2.6 Labour Relations Act, 1995 (Act No. 66 of 1995), as amended.
- 2.7. Personnel Administrative Measure (PAM) of 2016.
- 2.8 Education Labour Relations Council (ELRC) Collective Agreement 4 of 2016.
- 2.9 Education Labour Relations Council (ELRC) Collective Agreement 4 of 2018.
- 2.10 Education Labour Relations Council (ELRC) Collective Agreement 1 of 2021
- 2.11 GDE Circular 08 of 2019 (Implementation of collective agreement 4 of 2018 on conversion of post level 1 educators' and education therapists' contract (temporary) appointments into permanent appointments)
- 2.12 GDE Recruitment and Selection Policy, 2020

#### 4. IMPORTANT CONSIDERATIONS FOR THE FILLING OF VACANCIES

- 4.1 The Department prohibits the use of any form of unfair discrimination, as provided for in Section 6(1) of the Employment Equity Act, which states that: “No person may unfairly discriminate, directly or indirectly, against an employee in an employment policy or practice, on one or more grounds including race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language and birth”.
- 4.2 The Department emphasises that in the making of appointments and the filling of posts in the Public Service, due regard shall be given to equality and the other democratic values as well as the principles enshrined in the Constitution of the Republic of South Africa.
- 4.3 The procedures on the filling of posts, conversion of contracts of temporary educators to permanent status and the placement of new entrants into GDE posts will be guided by Personnel Administrative Measures (PAM) of 2016, Collective Agreements and relevant circulars.

#### 5. 2023 POST ESTABLISHMENT

- 5.1 The GDE, after consultation with PELRC unions/labour organizations, agreed to issue the Post Establishment on an annual basis, to promote the management of the personnel budget that may be impacted upon by the migration of learners in the province.
- 5.2 All substantive/permanent posts, including those previously identified as additional to the Post Establishment, must be managed in line with the new post establishment **(all educators are back in the pool of posts allocated in line with the approved 2023 post establishment and must be treated equally during rationalisation and redeployment).**
- 5.3 The new Post Establishments for Public Ordinary Schools, Public Special Schools and Chief/Education Therapists will be effective from 01 January 2023. These Post Establishments will be based on the 2022 snapshot survey as of 31 July 2022, (SASAMS) and will be valid for the 2023 academic year.
- 5.4 The implementation of the new Post Establishment may in some cases result in an **increase in the number of posts** allocated to a school, as compared to the Post Establishments currently in use. New posts on the **2023** Post Establishments, as well as any other substantive posts that are not currently filled in a permanent capacity will be filled as outlined in these procedures. This will include posts in which educators transfer/retire/resign on or before **31 December 2022**.
- 5.5 **The procedure for filling of vacant posts, which will be implemented with effect from 01 January 2023, is as follows:**
  - 5.5.1 placement of educators additional to post establishment with concomitant post levels and competencies;
  - 5.5.2 conversion of qualifying contract (temporary) educators to permanent status – refer to ELRC Collective Agreement 4 OF 2018 and GDE Circular 08/2019

- (**Conversion of contract/ temporary educators and education therapists into permanent status**); and
- 5.5.3 placement of new entrants into resultant vacant substantive posts and growth posts.
- 5.6 Details of all vacant substantive posts indicated in section 5.4 above must be submitted to the District HRP on Form GDE 79 (Annexure **B**), for inclusion in a central database.
- 5.7 Any vacant substantive post for which a GDE 79 form has not been submitted by the school will not be approved for filling by the District Director, for the duration of the 2023 academic year.

## **6. TERMINATION OF THE APPOINTMENT OF EDUCATORS WHO ARE APPOINTED IN A CONTRACT/TEMPORARY CAPACITY**

- 6.1 This circular serve as an **official** notice that the services of all contract (temporary) educators as well as educators appointed in growth posts, Incremental Introduction of African Languages (IIAL) and against promotion posts, **who did not** qualify for conversion to a permanent status, will terminate on 31 December 2022 in all schools across the GDE (See Annexure **C**, for an HR Termination form).
- 6.2 However, exceptions will only apply to educators who are appointed as substitutes for educators where leave has been approved by the Department and where a specific end date has already been agreed upon.

## **7. IDENTIFICATION AND PLACEMENT OF ADDITIONAL EDUCATORS**

- 7.1 As indicated in paragraph 5.1 above, the Department has adopted the annual distribution of Post Establishments which necessitates the rationalisation of additional educators in the schools, where schools declined in the number of posts.
- 7.2 Due to the compensation pressure of the Department and the continuous migration of learners in the province, it is important to declare educators additional to Post Establishment when the Department issues Post Establishment on an annual basis (Refer to Annexure A of Collective Agreement 4 of 2016 par. B.6.4).
- 7.3 **Educators additional** to the 2023 Post Establishment are employees appointed in a **permanent** capacity that have been identified to be over and above the Post Establishment at their present institution, as a result of **operational requirements**.
- 7.4 **Procedure for the declaration and identification of permanent educators in addition to the approved Post Establishment.**
- 7.4.1. The procedure that follows is aligned to PAM chapter B, paragraphs 6.2 to 6.6 and ELRC Collective Agreement 4 of 2016, Annexure A paragraphs B.6.4.2 to B.6.5.

- 7.4.2. Operational requirements for schools are based on, but not limited to the following:
- a. change in learner enrolment;
  - b. curriculum changes or a change in learners' involvement in the curriculum;
  - c. change to the grading or classification of an institution;
  - d. merging or closing of institutions; and
  - e. financial constraints.
- 7.4.3. Each Principal must inform the school's staff of the institution's new educator Post Establishment and of the procedure, as set out in paragraphs **7.4.4 to 7.4.8**, that will be followed in identifying educators additional to the new post establishment. This information must be accessible to all members of staff.
- 7.4.4. The principal, after consulting with the educator staff of the school at a formal staff meeting, may recommend in writing that educators who may be declared in addition, be retained in vacancies that will exist within a period of six (6) months, due to attrition in their current institution. Minutes of this staff meeting must be submitted to District HRP unit.
- 7.4.5. To give effect to 7.4.4 above, the **Cluster Leader/ IDSO/Circuit Manager, together with the principal** will identify the **post(s)** in addition to the Post Establishment, by considering the following:
- a. the views of the educator staff of the institution, as expressed at a formal meeting convened by the principal;
  - b. the needs of the institution, more particularly in relation to its specific curriculum obligations (workload), the number of classes, the timetable, and the allocation of learners to classes;
  - c. the Cluster Leader/ IDSO/Circuit Manager shall take into cognizance the fact that there is not necessarily a direct relation between the posts identified as in addition and an educator who will be declared in addition, as there may be more than one post with substantially the same duties attached to it; and
  - d. if a decision must be taken regarding two or more educators competing for the same post (in terms of Curricular needs), the principle of "last in, first out (LIFO)" shall be applied. An educator's service period for the application of LIFO shall include **all** continuous service rendered at any public education institution (*not appointed last in a particular post level*).
- NB: One representative per trade union party to the ELRC MUST be invited by the principal to observe the process.**
- 7.4.6 The Principal will submit the names of identified additional educators to the District HRP unit.
- 7.4.7. An educator who has been identified as in **addition** to the post establishment of the school will be informed in writing, by the delegated authority. He or she will receive Form EXOP1 (Annexure D) to confirm his/her status. In case of any grievance against the status of an educator, please refer to PAM Chapter G.
- 7.4.8 Identified educators will complete the Profile Form attached as (Annexure E).

- 7.5. **The following procedure will be followed in filling vacancies in cases where a school has educators in addition to a post establishment:**
- 7.5.1 In terms of Sections 6 and 8 of the Employment of Educators Act, (1998), the employer may transfer an educator who is in addition to another post in the Department that matches the employee's skills and experience.
- 7.5.2 In terms of section 6(3) and/or section 8(2) of the Employment of Educators Act, the employer may transfer an educator permanently to a school on the recommendation of the governing body of such school.
- 7.5.3 The employer shall provide a list of vacancies with specific post requirements from which the educator additional to the Post Establishment would, as per the agreed management plan of the Gauteng Department of Education, make a choice relevant to the employee's profile for placement.
- 7.5.4 The employer may, however on a continuous basis, identify suitable posts for placement of educators additional to the post establishment.
- 7.5.5 In the event that the educator fails to make a choice for placement, the employer reserves the right to make a choice on behalf of such educator.
- 7.5.6 The employer shall, after receiving the choices in line with the advertised posts in the closed vacancy circular, submit a placement letter to the relevant School Governing Body for consideration and recommendation within 2 weeks of the request.
- 7.5.7 SGBs are reminded of the Department's legal obligations in securing the continuous employment of permanently employed personnel who have been declared additional as a result of operational requirements. School Governing Bodies therefore have a legal obligation to assist the Department in the permanent placement of additional personnel into concomitant posts before securing the services of educators in a temporary capacity. **The SGB/Principal would not request the temporary filling of vacant posts where educators additional to 2023 post establishment are matched and considered for placement.**
- 7.5.8 The HOD may, in terms of section 8(5) of the Employment of Educators Act (EEA) temporarily transfer an educator declared additional to the post establishment of the institution **without** a recommendation of the School Governing Body for 6 to 12 months.
- 7.5.9 In the event that none of the educators' choices in terms of paragraph **7.5.6** can be realised, the employer would give the educator an opportunity to make written representations e.g., personal circumstances about the intended transfer to the specific school within 5 working days before a final decision is made.
- 7.5.10 The opportunity to make representations should be given to the educator before a School Governing Body recommends the transfer of such educator to their school.
- 7.5.11 Having made the final decision to transfer an educator to a specific school, the employer should give the educator reasonable notice of thirty school days or less, if mutually agreed between parties.

## Summarised schedule - Deployment of educators additional to staff establishment:

DATE	ACTIVITY	RESPONSIBILITY
11 - 14 October 2022	Identification of educators additional to 2023 Post Establishments	CLUSTER LEADER/ IDSO/CIRCUIT MANAGER PRINCIPALS THRS: HRP
17 – 19 October 2022	Principals submit a GDE 79 for vacant substantive posts (PL 1 - 4)	PRINCIPAL CLUSTER LEADER/ IDSO/CIRCUIT MANAGER THRS: HRP
17 - 26 October 2022	Employer to inform educators about their status (EXOP letters)	CLUSTER LEADER/ IDSO/ CIRCUIT MANAGER PRINCIPALS THRS: HRP
31 October - 04 November 2022	Employer shall provide CHOICE Forms for additional educators	THRS: HRP CLUSTER LEADER/ IDSO <b>(Union/labour invited by HRP to observe)</b>
07 - 30 November 2022	Matching and placement of additional educators into vacant posts and SGB acceptance letters issued– <b>Ongoing</b>	THRS: HRP
28 November - 02 December 2022	Placement letters issued to successful placed educator	THRS: HRP AND R&S

## 8. UTILISATION OF RESULTANT VACANT SUBSTANTIVE POSTS

### 8.1 PROCEDURE TO FILL VACANT SUBSTANTIVE POSTS AFTER PLACEMENT

8.1.1 All the **remaining** educator posts will be filled in the following priority:

- (a) conversion of qualifying contract/temporary educators to permanent status;
- (b) appointment of new entrants and filling of posts through recruitment procedure, for the period 01 January 2023 to 31 December 2023 - **refer to THRS: Memo 52 of 2022**; and
- (c) filling of promotional posts.

8.1.2 Principals are required to submit the GDE 1 Forms (Annexure G), after conducting recruitment processes in line with the approved recruitment policy and circulars.

8.1.3 Successful contract (temporary) appointed educators will assume duty on 01 January 2023, or on the date verified by HRP (permission to assume duty) in a fixed contract (temporary) for the duration of twelve (12) months, until 31 December 2023.

- 8.1.4 **The following documents must be submitted for each recommendation for the appointment in a contract (temporary) capacity:**
- a) provisional letter issued to the principal for the assumption of duty for post level 1 educators ONLY;
  - b) GDE 79 Form (Notice of Vacancies for temporary staff), including the advert (duly signed);
  - c) GDE 01 (Educators);
  - d) Curriculum Vitae;
  - e) Form C-1 (recommendation form for temporary);
  - f) fully completed F1030 (bank form), Bank Statement/confirmation letter for active bank account;
  - g) certified copies of qualifications, SACE/HPCSA (if applicable) and ID copy;
  - h) HR 8 Form (Update of personal information);
  - i) SARS/Tax Certificate;
  - j) Form B Invitation to organized labour;
  - k) interview panel composition minutes and attendance register (minutes of the meeting when the interview panel was composed);
  - l) minutes and attendance registers of the short listing and interview (stating the number of candidates with disabilities in line Circular 09 of 2020, including criteria used, interview questions, scores);
  - m) verification consent forms.
  - n) Form 29 - Inquiry by employer of Part B of National Child protection register (Regulation 44 - Section 126 of the Children's Act 38 of 2005);
  - o) Medical Note and proof for Leave Application (leave form or PILIR application) if the post is a substitute for an educator who is on sick leave;
  - p) secondment letter if the post is a substitute for an educator on secondment (if applicable); and
  - q) suspension letter from District Dispute Management unit (if applicable)
- 8.1.5 Appointment and assumption of duty for unemployed educators may only take place subject to the following by the District THRS/HRP:
- a. the post exists on the approved 2023 Post Establishment of the school;
  - b. the post is confirmed to be vacant;
  - c. no additional educators met the curriculum requirements of the post; and
  - d. new entrants/graduates have been considered
- 8.1.6 **No educator may assume duty without provisional approval from THRS/HRP.**
- 8.1.7 The Principals will be held liable for any **late submission of complete set of appointment documents**. Late submission of appointment documents will inevitably result in the late payment of salaries and benefits. **Appointments will be with effect from the date of "provisional approval by HRP. Back dating of appointments will not be allowed.**
- 8.1.8 All contract/temporary educators who terminate on 31 December 2022 and are not re- appointed must register their profiles on the GDE educator unemployed database using <https://education.gauteng.gov.za/>. Re-appointment is not guaranteed.



## 9. FILLING OF PROMOTIONAL POSTS.

- 9.1 Vacant promotional posts may be filled temporarily with a post level 1 educator if no additional educator (i.e., Departmental Head, Deputy Principal and Principal) meets the requirements of the post. **This appointment period will lapse when the post is filled permanently.**
- 9.2 GDE will publish an Open Vacancy Circular for all promotional vacant posts for educators in line with the 2023 Post Establishments.
- 9.3 The Principals are required to submit the GDE 79 Forms (Annexure B: Notice of Vacancies Form), immediately when a post becomes vacant. **All vacant posts must be submitted, including where contract (temporary) educators are appointed against the promotional post.**
- 9.4 Any vacant post for which a GDE 79 form has not been submitted by the school will not be approved for filling temporarily by the District Director.

## 10. GRADING OF A SCHOOL

- 10.1 The change in the grading of a school will be confirmed through a letter **to the affected schools only**. The determination of school grading will be based on the **2023** Post Establishment. The up/down-grading of schools, principal's post, including an adjustment of recommended principal's salary, will be effective from 01 January 2023.
- 10.2 **Position of a Principal where a school is upgraded/downgraded**

School Principals and the SGB members are referred to PAM Chapter A:3 for the implementation of grading for institutions.

## 11. MANAGEMENT PLAN – REFER TO ANNEXURE: A

APPROVED BY  
MR EDWARD MOSUWE  
HEAD OF DEPARTMENT  
DATE: 28 SEPTEMBER 2022



MANAGEMENT PLAN SEPTEMBER 2022 TO 01 JANUARY 2023			ANNEXURE: A
No	FINAL DATE	ACTION	RESPONSIBILITY
1	16 August 2022	Post Provisioning/Grading of schools -consultation with stakeholders	R & S OD
	25 August 2022	Ratification of 2023 post establishment/ grading of institution and Circular	PELRC: SPECIAL CHAMBER
2	28 September 2022	Approval of circular and 2023 post provisioning, 2023 Grading	HOD MEC
3	28 September 2022	Meeting with Districts THRS: HRP officials, to issue Post Establishment Circular	R & S OD
4	29 September 2022	District meeting with School Principals and Distribution of Circular on Post Establishment to schools	CLUSTER LEADER/ IDSO/CIRCUIT MANAGER THRS: HRP
5	11 – 14 October 2022	Principal meeting Identification of educators additional to 2023 Post Establishment	CLUSTER LEADER/ IDSO/ CIRCUIT MANAGER PRINCIPALS THRS: HRP
6.	17 - 26 October 2022	Employer to inform educators about their status (EXOP letters)	CLUSTER LEADER/ IDSO/ CIRCUIT MANAGER PRINCIPALS THRS: HRP
7	17 - 19 October 2022	Principals submit a GDE 79 for vacant substantive posts (PL 1 - 4) to the District Director, via THRS: HRP.	PRINCIPAL CLUSTER LEADER/ IDSO/CIRCUIT MANAGER THRS: HRP
8	17 - 28 October 2022	Convening of the Grievance Committee on Rationalisation Process.	DDM
9	17 - 19 October 2022	Capturing of GDE 79 for the vacant substantive posts (PL 1 - 4) and database of additional educators	THRS: HRP
10	31 October - 04 November 2022	Employer shall provide a list of vacancies for additional educators to exercise choices (preferably if possible one venue). <u>Educators who do not apply will jeopardise their prospects of further employment.</u>	THRS: HRP CLUSTER LEADER/ IDSO ( <b>Union/labour invited by HRP to observe</b> )
11	07 - 30 November 2022	Matching and placement of additional educators into vacant posts – ONGOING	THRS: HRP CLUSTER LEADER
12	07- 08 November 2022	District Office submit resultant GDE 79 (electronic spreadsheet of vacancies) and an electronic list of profiled <b>Unplaced</b> Additional Educators to R&S for the Closed Vacancy List	THRS: HRP
13	24 – 28 October 2022	Waiting period of grievances on rationalisation process ( <b>DDM must inform HRP about the</b>	DM

MANAGEMENT PLAN SEPTEMBER 2022 TO 01 JANUARY 2023			ANNEXURE: A
No	FINAL DATE	ACTION	RESPONSIBILITY
		<b>grievances received)</b>	
14	09 - 10 November 2022	Compilation of Closed Vacancy Circular & Choice Forms, for <b>Unplaced</b> Additional Educators	R & S
15	10 - 11 November 2022	Preparation of SGB letters for placement of additional educators	HRP
16	14 – 18 November 2022	SGBs consider placement of additional educators and respond to the District Office	SGB PRINCIPAL CLUSTER LEADER/ IDSO/ CIRCUIT MANAGER
17	15 - 19 November 2022	Matching and placement of <b>unplaced</b> additional educators into vacant posts across the province	PROVINCIAL TASK TEAM. THRS: HRP and R&S
18	14 – 16 November 2022	Schools submit requests to the District Director for emergency growth posts, based on the <b>2023</b> Learner admission statistics and Principals submit profiled GDE 79 separately, for emergency growth posts to the District Director via THRS: HRP	CLUSTER LEADER/ IDSO/ CIRCUIT MANAGER PRINCIPALS
19	17 - 18 November 2022	District response to schools' request for additional posts based on learner admission statistics and growth post policy (including re-assignment) <b>in writing</b>	DISTRICT DIRECTOR DD: THRS
20	21 - 23 November 2022	Collection & distribution of SGB letters for placement of additional educators	THRS: HRP
21	24 - 25 November 2022	SGBs consider placement of additional educators and respond to the District Office	SGB PRINCIPAL CLUSTER LEADER/ IDSO
22	28 November – 02 December 2022	Placement letters issued to successfully placed additional educators	PRINCIPAL/ SGB
23	05 – 09 December 2022	Written notice given to educators who were not successfully placed	CLUSTER LEADER/ IDSO/ CIRCUIT MANAGER PRINCIPALS/ THRS: HRP
24	09 - 12 December 2022	Grading letters issued to affected schools	Principal / SGB THRS: HRP OD
25	13 - 15 December 2022	Submission of GDE 1 for 01 January 2023 to December 2023 ( <b>extensions accompanied with a motivation and new appointments, where placements have not occurred</b> )	PRINCIPAL SGB
26	01 January 2023	Assumption of duty of placed additional educators, newly appointed educators	Affected educators



**GDE 79: NOTICE OF VACANCIES**

**ANNEXURE: B**

This form gathers information on the requirements of vacant educator posts identified in schools. It must be completed by the School Principal or Cluster Leader/IDSO (in case of a principal post) and countersigned by the District Director.

A: GENERAL INFORMATION										
Institution Pay point number:									9	
Institution EMIS <sup>1</sup> number:										
School Name										

B: SCHOOL DETAILS - The following information is required for cross-checking against provincial database										
Institution level (✓)	Primary		Combined		Secondary					
School type (✓):	Ordinary			LSEN						
Quintile		School Fee Status		Non-Paying		Paying				
Existing Grading (e.g. P1, P2):				Learner No. ( 20 ____ head count):						
Main LOLT at school:										
Postal address:					Physical address:					
Postal code:										
Telephone number (include area code):					-					
Fax number (include area code):					-					

C: REQUIREMENTS FOR VACANT POSTS							
Post Type e.g.: HOD	Post level e.g.: PL1	Phase Description e.g. Foundation phase	Learning area	Grade 1 - 3	Grade 4 - 7	Grade 8 - 9	Grade 10 - 12
Principal & Deputy Principal additional requirement is "Leadership, Administration and Management skills related to the specific school type" (No extra mural activities to be added as additional requirements)							
<b>Additional Requirements (200 Characters):</b>							
<b>Additional Requirements (200 Characters):</b>							
<b>Additional Requirements (200 Characters):</b>							

C. DECLARATION <sup>2</sup>			
We, the undersigned, hereby declare that the number of posts for which requirements have been provided above, corresponds with the official number of vacant posts specified by the post establishment for the school.			
	Print name	Date	Signature
Principal			
SGB Chairperson			
Cluster Leader / IDSO			
District Director			

<sup>1</sup> Gauteng Reference Number (EMIS NUMBER), as indicated on the Annual Survey and 10<sup>th</sup> Day Head Count Survey must be inserted

<sup>2</sup> Declaration must be signed by all the delegated authority to be deemed legal and complete



**TERMINATION OF SERVICE**

**A: PERSONAL INFORMATION**

Surname: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Department: **Education**  
 Tax Number: \_\_\_\_\_  
 PERSAL Number: \_\_\_\_\_ Identity Number: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_ Residential Address: \_\_\_\_\_  
 \_\_\_\_\_ Code: \_\_\_\_\_ Code: \_\_\_\_\_  
 Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Cell Number: \_\_\_\_\_

**REASON FOR TERMINATION (Mark the appropriate box with an "X")**

Resignation	<input type="checkbox"/>	Expiry of Contract	<input type="checkbox"/>	Retirement	<input type="checkbox"/>
Medical Retirement (Poor Health)	<input type="checkbox"/>	Re-organisation	<input type="checkbox"/>	Misconduct	<input type="checkbox"/>
Death	<input type="checkbox"/>	Other (Specify)	_____		

**SERVICE TERMINATION DATE**

Year			Month		Day	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signed by Applicant/ On Behalf of Applicant		Approved by Supervisor/ Head of Division	
_____ Signature		_____ Signature	
_____ Date:		_____ Date:	

Captured By: \_\_\_\_\_ Date Captured: \_\_\_\_\_  
 Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_



**Form EXOP 1**

**ANNEXURE: D**

ENQUIRIES: DO: THRS: HR PROVISIONING

Mr/Ms \_\_\_\_\_.

PERSAL No: \_\_\_\_\_

Post Level \_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

District: \_\_\_\_\_

REF No: \_\_\_\_\_

(Ref No. format: district, year and Unique no e.g. GE14AD001)

Dear Sir/Madam

**IDENTIFICATION OF PERMANENTLY APPOINTED EDUCATORS AS BEING ADDITIONAL TO THE 2023 POST ESTABLISHMENT DUE TO OPERATIONAL REQUIREMENTS**

1. Please be informed that in terms of the attached Circular, you have been identified as being additional to the 2023 post establishment at your present institution due to Operational Requirements/LIFO (Please refer to Section 8 of the 2023 Post Establishment Circular).
2. The Gauteng Department of Education will endeavour to secure your continuous employment; your co-operation in achieving this goal is very important. Offers of placement in a permanent or temporary capacity will be made to you for consideration. (If temporary, it will be for 12 months). You are thus urged not to refuse reasonable offers of placement.
3. You are also required/advised to apply for any vacancies, as advertised in the vacancy lists (open or closed) and the matter of relocation costs will be dealt with, in line with **GDE Relocation Policy**.
4. The normal grievance procedures, as stipulated in the above-mentioned circular will be applicable. Grievances should be lodged within five (5) days of receipt of this letter. Only grievances pertaining to the procedures that were followed will be entertained.
5. The Department is aware of the fact that you have contributed meaningfully to education and are still able to do so. Your placement into a suitable position takes high priority and your co-operation in this regard will be appreciated.

Yours faithfully

\_\_\_\_\_  
**DISTRICT DIRECTOR**

**DATE:** \_\_\_\_\_

<b>(Acknowledgement of receipt)</b>	
Print Name:	_____
Signature:	_____
Date:	_____



**PROFILE FORM – EDUCATOR ADDITIONAL TO THE 2023 POST ESTABLISHMENT**

**ANNEXURE: E**

Sequence Number (Office Use)	<input type="text"/>	Post Establishment year	<input type="text" value="2023"/>
Date of Compilation	<input type="text"/>	EXOP1 No	<input type="text"/>
District	<input type="text"/>	EMIS Number:	<input type="text"/>
		Pay point No:	<input type="text"/>
Name of School	<input type="text"/>		
Surname	<input type="text"/>	Initials	<input type="text"/>
ID No.	<input type="text"/>	PERSAL Number	<input type="text"/>
		No of Yrs. in addition	<input type="text"/>
Gender	<input type="text"/>	Race	<input type="text"/>
		Disabled	<input type="text"/>
		Type	<input type="text"/>
Residential Physical Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Code	<input type="text"/>
Contact details (office)	<input type="text"/>		
Contact details (after hours/cellphone)	<input type="text"/>		
Nature of Appointment	<input type="text" value="Permanent"/>		
Highest Qualification	<input type="text"/>		
REQV	<input type="text"/>		
Subject Specialization/ Phase	<input type="text"/>		
Learning Area/Subject Teaching (1)	<input type="text"/>		
Learning Area/Subject Teaching (2)	<input type="text"/>		
Learning Area/Subject Teaching (3)	<input type="text"/>		
Grade Teaching in 2019	<input type="text"/>		
Rank	<input type="text"/>		

[Only applicable to educators currently appointed in permanent capacity]

I declare that the information provided above is true and correct. Placement should be according to the information provided above. (Please attach updated CV for more information for ease of placement)

\_\_\_\_\_  
Educator: Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal: Signature

**ANNEXURE: F**

**GDE 0001 - APPLICATION FOR CONVERSION OF CONTRACT (TEMPORARY) EDUCATORS AND EDUCATION THERAPISTS TO PERMANENT**

<b>INSTITUTION INFORMATION</b>												
Name of School:												
Component Number:						9					District :	
Telephone Number:										Dialling Code:		
<b>PERMANENT APPOINTMENT IN A VACANT SUBSTANTIVE POST</b>												
Surname and Initials:												
PERSAL Number												
Post Requirements	Subject Taught			Grade	Subject Taught			Grade				
	1				2							
	3				4							
Date of appointment:												
ID Number												
Male		Female							Disability (YES/ NO)			
Citizenship:						Tel:			Cell:			
Postal Address:										Postal Code		
<b>QUALIFICATIONS</b>												
Professional & Academic:												
SACE Registration no:												
Signature of incumbent:						Date:						
The above incumbent meets the requirements. I therefore confirm the request for conversion to permanency												
CONFIRMED BY SCHOOL PRINCIPAL				CONFIRMED BY SGB CHAIRPERSON:				CLUSTER LEADER (for cognizance)				
Name in Print:				Name in Print:				Name in Print:				
Signature:				Signature:				Signature:				
Date:				Date:				Date:				



OFFICE USE ONLY		
HRP (ASD/DCES)		
Recommend		Not Recommend
Reasons for non- recommendation: (e.g placement of additional educator)		
Does not meet the requirements as per Collective Agreement 04 of 2018 & Circular 08 of 2019		
Other (Specify)		
Component:	Post no:	
Name in Print:	Signature:	Date:
ASD: COS		
Reasons for non-support (if applicable):		
Name in Print:	Signature:	Date:
DD: THRS (Quality Assure and recommend to the District Director)		
Reasons for non-recommendation (if applicable):		
Name in Print:	Signature:	Date:
DIRECTOR:		
Approved	Not Approved	Reasons for Non- Approval:
Name in print:	Signature:	Date:

**GDE 79: NOTICE OF VACANCIES FOR TEMPORARY STAFF**

**ANNEXURE: G**

This form gathers information on the requirements of vacant temporary educator/ therapist /non-teaching staff posts identified in schools. It must be completed by the School Principal/SGB Chairperson and the District Director.

A: GENERAL INFORMATION						
Institution Pay point number:	9					
Institution EMIS <sup>3</sup> number:						
School Name						

B: SCHOOL DETAILS - The following information is required for cross-checking against provincial database						
Institution level (✓)	Primary	Combined	Secondary			
School type (✓):	Ordinary	LSEN				
Quintile	School Fee Status		Non-Paying	Paying		
Existing Grading (e.g., P1, P2):	Learner No. (Year: 20__ head count):					
Main LOLT at school:						
Postal address:	Physical address:					
Postal code:						
Telephone number (include area code):			-			
Email Address						

C: REQUIREMENTS FOR VACANT POSTS							
Post level PL1	Phase Description e.g., Foundation phase	GRADES: (TICK)		Grade 1 - 3	Grade 4 - 7	Grade 8 - 9	Grade 10 - 12
<b>LEARNING AREAS/ DESCRIPTION (PL 1 EDUCATORS &amp; THERAPIST ONLY)</b>							
1.							
2.							
3.							
<b>Additional Requirements (200 Characters):</b>							
<b>NON-TEACHING STAFF (PS: AA/GA) ONLY</b>							
POST TYPE:				REQUIREMENTS:	AS PER JOB DESCRIPTION		

D. DECLARATION <sup>4</sup>			
We, the undersigned, hereby declare that the number of posts for which requirements have been provided above, corresponds with the official number of vacant posts specified by the post establishment for the school.			
	Print name	Date	Signature
Principal			
SGB Chairperson			
HRP			
District Director			

<sup>3</sup> Gauteng Reference Number (EMIS NUMBER), as indicated on the Annual Survey and 10<sup>th</sup> Day Head Count Survey must be inserted

<sup>4</sup> Declaration must be signed by all the delegated authority to be deemed legal and complete



**(GDE1) APPLICATION FOR CONTRACT (TEMPORARY) APPOINTMENT**

**ANNEXURE: H**

- Please PRINT
- Mark \* blocks with an X where applicable

**It is compulsory that all applicable sections of the form be completed as honestly as possible.**

Assumption of duty can only be confirmed by the delegated authority (THRS: HRP will issue a provisional approval on receipt and confirmation of the suitability and correctness of the application)

**A. INSTITUTION/OFFICE**

1. Name of Institution:

2. EMIS No.

3. Component number:

4. Dialling code/telephone number:

**B. VACANCY**

1. Post Type: Post Level 1 (educator post)

2. Post Requirements ((subjects and grades to be taught)):

3. Period of Vacancy (Compulsory): from 20\_\_\_/\_\_\_/\_\_\_ to 20\_\_\_/\_\_\_/\_\_\_

4.\*Forms attached.  
(Original or copy)

Termination of service

Leave

OTHER

If OTHER, specify (secondment etc.)

5.\* Reason for vacancy/appointment– (Mark the relevant block and complete the corresponding sub-paragraph below.)

No person recommended for/appointed in post

Recommended incumbent did not accept post.

Post is vacant on new post establishment

Vacant Promotional Post

Growth Post

Vacant post due to termination of service

If OTHER, specify

**6. PARTICULARS OF CURRENT INCUMBENT (leaving/ left the post)**

6.1. PERSAL No.

6.2 Surname and initials:

6.3. Rank designation

**C. PERSONAL PARTICULARS OF RECOMMENDED INCUMBENT: Attach certified copies of qualifications**

1. PERSAL No.

2. COMPONENT No. of institution where incumbent is to receive salary (If different from A2 (Re-assigned post)

3. Surname and initials:

4. ID Number:

**5. Gender**

Male

Female

**6. Race**

African

Coloured

Indian

White

**7. Disabled (Yes or No)**

8. Type of Disability: \_\_\_\_\_

9. Work permit number: \_\_\_\_\_

10. Citizenship: \_\_\_\_\_ Date: (if foreign national): \_\_\_\_\_

11. Postal address

Postal code

12. Dialling code & telephone number

Home:

Work:

13 Marital status

Unmarried

Married

Divorced

Widow  
Widower

Applicable Date: \_\_\_/\_\_\_/\_\_\_

14. Maiden name  
If applicable

Home Language:

Correspondence Language:

15. Last day of previous appointment: \_\_\_/\_\_\_/\_\_\_ Previous: Department and province: \_\_\_\_\_ Previous Rank : \_\_\_\_\_

16. Period of appointment:

20\_\_\_/\_\_\_/\_\_\_ to 20\_\_\_/\_\_\_/\_\_\_

17.\*Valid Work Permit

\*18 Foreign Qualifications

\*19 DBE Evaluation of Qualifications Certificate/letter

\*20 Reinstatement letter from HOD

\*21 Certified Copy of SACE

22. \* Criminal record?

YES

NO

23. \* Convicted of any sexual offence


YES

NO

24. Have you been dismissed due to misconduct? (x) (If yes, attach clearance letter)

YES

NO

25. Language Endorsement (e.g. AE)		26. * Busy with further studies?			YES	NO	
27. If YES, give particulars:		25. * Currently on bursary Contract?		YES	NO	26. Bursary Type:	
28. Years teaching experience (if applicable)		Foundation phase:	INTERSEN: (specify)			FET: (specify)	
Teaching Subjects							
29. Qualification(s) - Matric/ Professional or academic		School/University/College obtained from		Year completed	Province obtained from	Subjects/Majors	
If OTHER, specify							
30. Member of professional body (Mark with an X)		SACE		HPCSA	Registration number:		
<b>D – PARTICULARS OF RECOMMENDED INCUMBENT'S SPOUSE</b>							
1. Title		2. Maiden name If applicable		3. First names:			
4. ID number							
<b>E – DEPENDANTS OF RECOMMENDED INCUMBENT (If registered as breadwinner)</b>							
Surname		First name	Relationship	Date of Birth	Gender	Medical dependent	Tax dependent
					M	F Y N	Y N
					M	F Y N	Y N
					M	F Y N	Y N
<b>F – CERTIFICATION OF CORRECTNESS OF INFORMATION BY APPLICANT</b>							
I declare that the above information provided (including any attachments) is true and correct to the best of my knowledge. I understand that any false or incorrect information could lead to my application being disqualified or to me being discharged on account of misconduct if appointed.							
Name in PRINT:							
<p style="text-align: center;">  <span style="margin-left: 150px;">20</span> / <span style="margin-left: 20px;">/</span> <span style="margin-left: 20px;">/</span> <span style="margin-left: 20px;">/</span> </p> <p style="text-align: center;"> <b>SIGNATURE</b> <span style="margin-left: 150px;"><b>DATE</b></span> </p>							
<b>G – REMARKS OF HEAD OF INSTITUTION/GOVERNING STRUCTURE</b>							
1. Recommendation date: from.....to.....				2. Remarks			
3. Signature of Head of Institution:				4. Signature of SGB Chairperson (For Cognisance):			
Date: _____				Date: _____			
<b>H - OFFICE REMARKS</b>							
6. Remarks of HR Provisioning:				Recommended	Not Recommended		
Signature of DCES / ASD: HRP:				Date:	Tel:		
7. Remarks of DD/ASD: THRS				Recommended	Not Recommended		
Signature of DD/ASD:				Date:	Tel:		
<b>I – REMARKS OF DIRECTOR – DISTRICT</b>							
1. * Approved		Not Approved					
SIGNATURE:				DATE:			

**INQUIRY BY EMPLOYER TO ESTABLISH WHETHER PERSON'S NAME APPEARS IN PART B OF NATIONAL CHILD PROTECTION REGISTER**

**(Regulation 44)**

**[SECTION 126 OF THE CHILDREN'S ACT 38 OF 2005]**

TO: The Director-General  
 Department of Social Development  
 Private Bag X901  
 PRETORIA  
 0001

Dear Sir / Madam

In terms of section 126(1) / 126(2)\* of the children's Act, (No. 38 of 2005), I, .....  
 ..... (full names and surname) wish to inquire whether the name of a certain person is included in Part B of the National Child Protection Register. The particulars of the person are:

(\* - Delete which is not applicable)

<b>1. EMPLOYEE'S DETAILS:</b>						
<b>Surname</b>			<b>Full name(s)</b>			
<b>Gender:</b>	<b>M</b>	<b>F</b>	<b>Date of Birth:</b>	<b>DD</b>	<b>MM</b>	<b>CCYY</b>
<b>* He / she is known as:</b>			<b>Driver's licence no:</b>			
<b>Alias (also known as):</b>						
<b>* ID no:</b>			<b>* Passport no:</b>			
<b>Physical Address:</b>			<b>Postal Address:</b>			
<b>* Telephone no:</b>			<b>Mobile no:</b>			
<b>The above-mentioned person will be / is currently* employed in the following position:</b>						

<b>2. DETAILS OF EMPLOYER - (My / our details are the following :)</b>	
<b>Employer's name or name of NPO:</b>	<b>NPO Registration number:</b>
<b>Employer's Physical Address:</b>	<b>Employer's Postal Address:</b>
<b>Employer's telephone no/s:</b>	<b>Other contact details:</b>

<b>3. ATTACHED DOCUMENTS:</b>
<p><b>A certified copy of the following documents attached as verification of identity:</b></p> <p><input type="checkbox"/> certified copy of birth certificate, identity document or passport of person who signed letterhead.</p> <p><input type="checkbox"/> certified copy of birth certificate, identity document or passport of person to be screened.</p>

**Please note that section 126(5)(a) of the Act requires you to respond to this inquiry within 21 working days.**

**Yours sincerely**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Designation)**

\_\_\_\_\_  
**(Date)**

<b>Official Stamp of employer/ Organisation</b>
---

**DEFINITIONS & ACRONYMS**

**ANNEXURE: L**

TERMS	EXPLANATION
Additional to post establishment	Educators who are declared over and above the approved post establishment (excess)
Attrition	Reduction of staff due to retirement/resignation etc.
Closed Vacancy Circular	List of vacancies for specific applicants (e.g. educators additional to the post establishment and Bursary Graduates (Funza Lushaka, GDE and GCRA))
Concomitant post	Post that are equal, in terms of curriculum/operational requirements
Emergency posts	Growth posts created as a result of the increase in learner numbers, at the beginning of the year
Growth post	Temporary post additional to normal allocated pool of posts and which is used to address learner growth after 10th day headcount. This temporary post is applied for by the school, based on increased learner numbers and is allocated for the current academic year
New Entrants	Funza Lushaka Bursary Graduates
	Provincial / GCRA Bursary Graduates
	Privately / Self-funded and NSFAS funded graduates
Open Vacancy Circular	List of vacancies, open for public access
Permanent post	Post filled permanently
Post establishment	Official document indicating number of posts allocated to a school
School grading (Up or down grading)	<p>Is a process done, in accordance with the number of educator posts allocated to a school in terms of National Post Provisioning Norms (excluding growth, aid posts)</p> <p><b>Up-grading :</b> A school is upgraded to a higher grading level if, for two consecutive years, the educator post allocation to the school reaches or exceeds the number of posts required for the upgrading of the school</p> <p><b>Down-grading:</b> A school is downgraded if for two consecutive years, the educator post allocation to the school drops to or below the number of posts that will affect such downgrading.</p>
Substantive post	Approved budgeted post allocated to a school, in line with post provisioning norms
Temporary post	Post not permanently filled. This post may be occupied by an educator on a contract basis for a fixed period, until the post is filled permanently
Vacant post	Post not filled

ACRONYMS	DEFINITIONS
DD	Deputy Director
DDM	Discipline and Dispute Management
DO	District Office
EAC	Expiry of the Appointment Contract
ELRC	Education Labour Relations Council
EXOP	Identification of additional educators form.
HO	Head Office
HOD	Head of Department
HPCSA	Health Profession Council of South Africa
HR	Human Resources
HRP	Human Resource Provisioning
MEC	Member of the Executive Council
OD	Organisational Development
PE	Post Establishment
PELRC	Provincial Education Labour Relations Council
R&S	Recruitment and Selection
SACE	South African Council of Educators
SGB	School Governing Body
THRS	Transversal Human Resource Services
VSP	Voluntary Severance Package