



PROVINCIAL MANAGEMENT PLAN FOR THE FILLING OF PRINCIPAL POSTS (PL 4) - VACANCY CIRCULAR 11 of 2021			
NO	DATE	ACTION	RESPONSIBILITY
1	25 October 2021	Publication of Vacancy Circular 11 of 2021 (Principal posts)	HO: Recruitment & Districts: HRP
2	08 November 2021	Closing date for applications	Applicants
3	09 – 12 November 2021	Principal and SGB workshops <ul style="list-style-type: none"> • Unions to be invited • Schools to receive guidelines and relevant recruitment and selection documents 	Districts: HRP, SGB Members, Cluster Leaders and Dispute Management
4	08 – 12 November 2021	Submission of management plan	Principals/SGB/Cluster Leader
5	25 October 2021 – 12 November 2021	Response handling	Districts: HRP
6	15 – 30 November 2021	Selection Processes (Shortlisting and Interviews)	Principals/SGB/Cluster Leader
7	15 November 2021 – 15 December 2021	Grievance processes: <i>Grievances to be declared within 5 working days after each specific process</i>	Grievance Committee District Director
8	12 – 26 January 2022	Final submission date of recommendation file to District: HRP	Principals/SGB/Cluster Leader
9	17 – 31 January 2022	District: HRP to make offers to successful candidates	District: HRP Successful Candidates
10	01 February 2022	Assumption of duty for successful candidates	Appointed Candidate

IMPORTANT: COVID-19 regulation protocols to be observed during all meetings.

APPROVED BY
MS ESTHER NDLEBE
DIRECTOR: RECRUITMENT AND SELECTION
DATE: 27 OCTOBER 2021