

GUIDELINES FOR THE SUBMISSION OF APPOINTMENTS



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER

THRS MOTTO

MAKING SERVICE OUR
PASSION





GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER

APPOINTMENT OF EDUCATORS



DOCUMENTATION TO BE SUBMITTED:

GDE 1:

- Indicate the specific period of employment – start and end date.
- Complete post information e.g. substitute for Mrs N. Zwane or vacant post or against vacant Head of Department post etc.
- Must be signed by both the principal and the educator.



ATTACHMENTS TO GDE 1:

- Bank form (F1030) with a bank statement or bank account confirmation letter from the bank.
- Fully completed HR 8 – personal details form
- Certified copy of ID
- Certified copies of all qualifications.
- Certified copy of valid SACE certificate. If certificate expires in the future – keep record and remind educator to renew and submit.
Appointment will just be done till day that SACE expires. Re-submission of documents and updated SACE required.
- Pro-forma statement (important for previous misconducts)

ATTACHMENTS TO GDE 1: (Continue)

- Copy of advertisement for this position.
- Minutes of the interviews.
- DOTS forms for verification.
- Proof of tax number.



ATTACHMENTS TO GDE 1: (Continue)

In the case of substitutes:

- Copy of leave form
- Copy of medical certificate and/ or PILIR documents
- Secondment/ suspension letter where applicable
- Maternity: Leave form, medical certificate indicating expected date of delivery. **Remember that maternity will commence at least 2 weeks before expected date of delivery as well as the appointment of the substitute.**

UNQUALIFIED/ UNDERQUALIFIED

Underqualified or unqualified educators may not be considered except in the following circumstances:

- Specific subjects as set out in the PAM e.g. subjects at the special schools like woodwork, catering etc.
- 4th year students for scarce subjects e.g. Afrikaans, isiZulu etc. (Must be 4th year students and must be provisionally registered with SACE)
- The relevant District Director must approve these appointments through a submission done by the HRP unit of the District.



APPOINTMENT OF FOREIGNERS:

- Foreigners will only be accepted if there are no suitable bursary holders or excess staff members.
- Consideration only for Mathematics and Science.
- Not considered for primary schools.
- Must have valid work permit and valid SACE. (Work permits indicating a different school name or subjects are not considered to be valid)
- Must be approved by Head Office Recruitment and Selection – thus must be submitted well in advance.
- Foreigners with a permanent residence permit are treated the same as SA citizens.

APPOINTMENT OF PUBLIC SERVICE STAFF



DOCUMENTATION TO BE SUBMITTED:

- Z83 – new Z83 in use. Please indicate the period of employment at the top of the Z83.
- Bank form (F1030) with bank statement or account confirmation letter from the bank
- Certified copy of ID.
- Certified copies of qualifications. General Assistant – no minimum qualification required. Administrative Assistant – must be in possession of at least Grade 12.

DOCUMENTATION TO BE SUBMITTED:

- Fully completed HR 8.
- Copy of advert for the post as well as the minutes of the interview.
- DOTS forms for verification.
- Pro-forma statement
- Proof of tax number.

IMPORTANT ISSUES TO REMEMBER:

- Appointments cannot be approved retrospectively. Permission to assume duties must be obtained from the HRP unit at the District Office prior to assumption of duty.
- Built a relationship with your relevant HRP official and communicate regularly on anything that is unclear or on outstanding issues.
- Use a checklist to ensure all documentation is submitted. (Example attached)
- Temporary appointments in substantive posts are done for a year. Appointments against promotional posts are done on a 3 monthly basis.



IMPORTANT ISSUES TO REMEMBER:

- Substitutes do not have any benefits and receive 37% in lieu of benefits. Substitutes can only be appointed for periods of 20 or more working days.
- After 3 months in a **substantive vacancy** (PS and CS), the staff member qualify for conversion (absorption) to permanent on probation. GDE 0001 to be submitted to the HRP unit at the District office.
- **It is important to first consult HRP at the District office for possible bursary holders of excess staff, prior to appointing new staff members.**
- For any termination of service e.g. death, resignation etc., submit HR 21 (Notice of termination of service) to the District office **immediately** to prevent overpayments.

People are so ungrateful.

No one ever thanks me for
having the patience not
to kill them.





GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER

THANK YOU