

GDE APPOINTMENTS AANSTELLINGS



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER

REFERENCE DOCUMENT

- ☐ GDE Recruitment and Selection Policy
Implementation guidelines for the
appointment of school based educators and
education Therapists

- ☐ Approved 18 March 2021

POLICY IMPERATIVES

- ☐ Appointment in a **contract capacity** can be made in a **substantive** posts vacated through natural attrition or in an **ad hoc** post

- ☐ **Substantive (current Post Establishment)**
 - ✓ New post level 1 post
 - ✓ A post level 1 educator retires, resigns, due to death, transfer or dismissal
 - ✓ Any post filled by a foreign educator (if no South African candidate is found
 - ✓ request for re/appointment in line with Circular 2 of 2022

POLICY IMPERATIVES

☐ Ad hoc posts (has an open and end date)

- Any additional/project post outside of the post establishment allocated to the school
- ✓ These incumbents can be moved to substantive when available and in line with the Curriculum needs of the school
- ✓ Allocated a growth post which lapses every end of the year
- ✓ Against promotion
- ✓ Substitute for ill health, maternity etc.

NB: EDUCATORS MUST BE INFORMED OF THE TYPE OF POST THEY ARE APPOINTED IN AT ENTRY LEVEL

Process for appointment for post level 1 educators

STEPS	ACTION	RESPONSIBILITY
Step 1	Capture GDE 79 on unemployed database immediately once identified	Principal and SGB
Step 2	Verify existence and correctness of post details	THRS:HRP at district
Step 3	<ul style="list-style-type: none"> If substantive consult additional list All other posts consult graduate list 	THRS: HRP at district
Step 4	If none found in step 3; source 5 to 7 names from the unemployed educator database	THRS: HRP (24 working hours)
Step 5	<ul style="list-style-type: none"> Identify and interview potential candidates from the list If none found, use own database 	Principal and SGB (within 72 hours)
Step 6	Submit recruitment package to district HRP	Principal and SGB
Step 7	Verify correctness of the documents	THRS: HRP on the spot
Step 8	Issue provisional approval for appointment	THRS: HRP
Step 9	Approval and confirmation of appointment with a letter	District Director

Recruitment package

- **Attached CV for post level 1/ education therapist**
- **GDE1 which is signed by the Applicant, Principal and SGB chairperson.**
- **GDE 79 (advert for the post)**
- **Fully completed F1030 (bank form), Bank Statement/confirmation letter for active bank account**
- **Certified copies of qualifications**
- **Certified copy of SACE certificate or provisional certificate**
- **Provisional letter to be issued to the principal for the assumption of duty for post level 1 educators.**
- **HR 8 Form (Update of personal information)**
- **approved panel submission /letter/minutes**

Recruitment package – cont.

- Minutes of the short listing and interview
- Verification consent forms (qualifications, criminal checks etc.
- Children Act form (Form 29)
- Medical Note and proof for Leave Application if the post is a substitute for an educator who is on sick leave
- Work permit and passport if the post shall be filled by a foreign national
- Secondment letter if the posts is a substitute for an educator on secondment
- Salary advice if the recommended prospective applicant is from another province
- Proof of tax registration with SARS letterhead
- All the shortlisted candidates will be issued with relevant documents for completion upon invite to the interviews.

Recruitment package – cont.

- The candidate **MUST** complete **ALL** the forms which include consent forms and Children Act Form 29 giving consent for the verification
- The **INTERVIEWED** candidates **MUST** visit the nearest GDE District Office: HRP within 48 hours with their South African Identity Document or work permit and the information on the specific post to have their fingerprints scanned using a biometrics scanner, this is for criminal checks.
- All relevant consent forms and attachments namely, certified copy of the Identity Document, qualifications will be verified and results will be attached in the appointment package to the delegated authority.

Recruitment package – cont.

- HRP in the district office will check if the potential employee is not on the National Register for Sex Offenders from the Department of Social Development.

IMPORTANT:

- HRP and Recruitment & Selection Directorate will inform the HoD or delegated authority who will then apply his/her mind based on the merit of the outcomes of the verifications.



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THANK YOU DANKIE



District HRP for queries



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