

# GDE APPOINTMENTS AANSTELLINGS

10 FEBRUARY 2022



**GAUTENG**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**GGT2030**  
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## 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 – (lapses annually)

## POLICY IMPERATIVES

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

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

**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 (training dates will be communicated)	Principal and SGB
Step 2	Verify existence and correctness of post details	THRS:HRP at district
Step 3	<ul style="list-style-type: none"><li>• If substantive consult additional list</li><li>• All other posts consult graduate list</li></ul>	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"><li>• Identify and interview potential candidates from the list</li><li>• If none found, use own database</li></ul>	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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