



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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Directorate: THRS: HRP

INTERNAL MEMO

TO: PUBLIC SCHOOL PRINCIPALS
CC: SCHOOL GOVERNING BODIES

HUMAN RESOURCE PROVISIONING POLICIES AND CIRCULARS

Dear Principals

Kindly find attached the relevant policies and relevant forms for (HRP) Human Recourse Provisioning. **Please note that the previous forms will not be accepted on or after the 1st May 2022.**


The ASD together with the Chief Personnel Officers responsible for HR for your schools will be having school visits to ensure that HR policies are adhered to.

Below are the policies:

1. GDE Recruitment and Selection policy for implementation.
Guideline for the appointment of school-based Educators and Chief/ Education Therapists
NB! Please note point 6.1.1 Procedure for filling of vacant funded posts (recruitment process for PL 1 posts) and 6.1.2 Recruitment Package (when submitting your PL 1 appointment documents).
2. GDE Recruitment and Selection policy Implementation
guidelines for appointment of Public Service (Permanent & Temporary) (Salary levels 2- 12) Schools and Offices
NB! Please be mindful of the new Z83
3. Approved HRM Transfer Policy 2020 plus Updated Checklist for transfer Application
NB! Please note that we no longer use transfer application forms

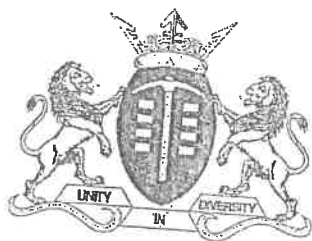
4. Collective agreement 4 of 2018 & Circular 08/ 2019
Conversion of Post Level 1 educators and education therapists'
contract (temporary) appointments into permanent appointments
5. Acting Policy & Acting Memo 3/ 2021 Acting appointments and
payments of acting allowance
6. Circular 02/2016
Employment of Foreign Educators
***NB! Approval needs to be granted by Director: Recruitment
& Selection at Head Office***
7. Collective Agreement 4 of 2016
Transfer of serving educators in terms of Operational
requirements.
NB! Policy refers to additional educators (Excess)
8. Collective agreement 3 of 2006
School Grading Norms

Yours sincerely



MS NONCEBA NTUTA
DISTRICT DIRECTOR: EN
DATE: 29/03/2022

GDE Recruitment Policies for Educators
and PS staff



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

**GDE RECRUITMENT AND SELECTION POLICY FOR
IMPLEMENTATION GUIDELINES FOR THE
APPOINTMENT OF SCHOOL BASED EDUCATORS AND
CHIEF/ EDUCATION THERAPISTS**

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1. PREAMBLE

The GDE Recruitment and Selection Policy Implementation guidelines shall be utilised by officials working in recruitment and selection Directorate from Head Office and Human Resources Provisioning (HRP) Unit at District Office. Furthermore, School Governing Bodies and Organised Labour in the Provincial Education Labour Relations Council shall also utilise these implementation guidelines during the appointment of all school-based Educators, Chief Education Therapist and Education Therapist positions.

In view of the above, the team would like to encourage users of this guideline to carefully study the document before implementation. The implementation guidelines must also be applied in conjunction with relevant GDE Circulars and Gauteng Provincial Chamber: Collective Agreement 2 of 2005 and the GDE Recruitment and Selection Policy

2. PURPOSE

The purpose of this implementation guideline is to:

- (a) provide a detailed process and procedures to follow when appointing all educators, education therapists and chief education therapists.
- (b) give effect to the implementation of recruitment and selection policy provisions.
- (c) outline the roles and responsibilities of various stakeholders in the recruitment process.

3. DEFINITION OF TERMS AND ACRONYMS

3.1 Definitions

No.	Term	Explanation
3.1.1	Funza Lushaka	means a multi-year bursary programme that aim to promote teaching as a profession. This bursary is available to enable eligible students to complete a teaching qualification in an area of national priority
3.1.2	Line manager(s)	refers to Director or equivalent rank or senior manager within components or directorates.
3.1.3	New job entrants	means job market participants that have recently entered a market or industry sector.
3.1.4	panel members	refers to members who shortlist and interview the prospective candidates for the advertised post with the view to appoint the potential candidate.
3.1.5	sifting	for purposes of school-based and office-based educator posts means the process of separating the applications for prospective candidates who meet the requirements of the posts from those that do not meet the requirement of the posts.
3.1.6	unique post number	means different post numbers that are used to identify specific advertised post

3.2 Acronyms

No.	Acronyms	Explanation
3.2.1	CTU	Combined Trade Union
3.2.2	DPSA	Department of Public Administration
3.2.3	DBE	Department of Basic Education
3.2.4	PELRC	Provincial Education Labour Relations Council
3.2.5	EXOP	Excess Letter (Educators additional to post establishment)

No.	Acronyms	Explanation
3.2.6	GDE	Gauteng Department of Education
3.2.7	THRS	Transversal Human Resource Services
3.2.8	HRP	Human Resource Provisioning
3.2.9	HoD	Head of Department
3.2.10	HPCSA	Health Professional Council of South Africa
3.2.11	PAM	Personnel Administrative Measures
3.2.12	SACE	South African Council for Educators
3.2.13	SASA	South African School Act
3.2.14	SAQA	South African Qualification Authority
3.2.15	SGB	School Governing Body
3.2.16	SMT	Senior Management Team

4 APPLICABLE LEGISLATIVE FRAMEWORKS

- 4.1 National Education Policy Act, 1997 (Act No. 27 of 1996), as amended;
- 4.2 South African Schools Act, 1996 (Act No. 84 of 1996), as amended;
- 4.3 Labour Relations Act, 1995 (Act No. 66 of 1995), as amended;
- 4.4 Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended;
- 4.5 Employment Equity Act, 1998 (Act No. 55 of 1998).
- 4.6 Public Service Act, 1994 (Proclamation No. 103 of 1994), as amended;

5 RELEVANT POLICY DIRECTIVES

- 5.1 ELRC Collective Agreement 2 of 2005.
- 5.2 GDE Recruitment and Selection Policy
- 5.3 Circular on the implementation of Employment Equity Plan Circular 09 of 2020
- 5.4 Circular on Employment of Foreign Educators 02 of 2020

6. FILLING OF VACANT FUNDED POSTS

The Department shall fill the vacant posts either through a contract or permanent appointment.

The filling of funded vacant posts must be aligned to safety regulations for COVID - 19, and any other relevant legislative framework.

6.1 Filling of Contract Appointment Posts

- (a) The appointment in a contract capacity can either be in a substantive post vacated through natural attrition or ad hoc posts. Appointment on a fixed term contract post shall be done based on the following conditions:
 - (i) When an educator has retired, resigned, and/ or due to death, transfer or dismissal of an educator.
 - (ii) When an educator is due for maternity leave.
 - (iii) When an educator is seconded or appointed to act in another educator post.
 - (iv) When a permanent educator is on sick leave for more than twenty working days.
 - (v) When an educator is on adoption or surrogacy leave
 - (vi) When an educator has absconded for a period of more than twenty working days

6.1.1 Procedure for Filling of Vacant Funded Posts

- (a) The school where there is a need to fill a post will complete a GDE 79 form duly signed by both the District Director or delegated authority, Cluster Leaders/IDSO and SGB Chairperson.
- (b) The SGB at school to take note of the Departmental Circular on Employment Equity Plan and prioritise the underrepresented gender and race when filling posts of different levels. GDE Senior Management has made a commitment to comply with the Employment Equity Act (EEA) and as per a decision made during the GDE Broad Management Team meeting held 18 August 2020, that adverts should make it explicitly clear the gender will be preferred.
- (c) The relevant HRP units within District THRS shall receive the request. (GDE79)
- (d) The relevant HRP units within District THRS must first consider the District/Provincial employees additional to post establishments and new entrant's lists for appointment into educator posts.

- (e) If no suitable candidates are found in (d), the school will identify suitable educators from the central educator database for scrutiny by the HRP unit at the District Office.
- (f) If no suitable candidate is found in (e), the HRP unit in the District Office will provide the school with five to seven profiles of qualified educators for consideration from the central unemployed educator database within 24 hours.
- (g) The school shall interview the prospective candidates from the profiles provided by the HRP in the District Office within 72 hours.
- (h) The panel for Educators (Post Level 1) shall be constituted in line with the provisions in the Employment of Educators Act.
- (i) The minutes and attendance register of the interviews must be submitted together with appointment documents to the District office: HRP Unit.
- (j) The HRP unit in the District Office or the SGB at school should always refer to the relevant circular for the appointment of foreign educators.
- (k) The District Director shall approve the recommendation of an educator within 48 hours.
- (l) The HRP unit shall issue a provisional signed letter to the applicant to assume duty. The appointment will be confirmed after approval by the District Director..

6.1.2 Recruitment Package

- (a) All schools that advertised educator posts shall be required to submit the following appointment documents to the relevant District HRP units within THRS for approval of the recommended candidate for the temporary/ contract post:
 - (i) Attached CV for post level 1/ education therapist
 - (ii) GDE1 which is signed by the Applicant, Principal and SGB.
 - (iii) GDE 79 (advert for the post)
 - (iv) Fully completed F1030 (bank form), Bank Statement/confirmation letter for active bank account
 - (v) Certified copies of qualifications
 - (vi) Certified copy of SACE certificate
 - (vii) Provisional letter to be issued to the principal for the assumption of duty for post level 1 educators.
 - (viii) HR 8 Form (Update of personal information)
 - (ix) Panel nomination
 - (x) Minutes of the short listing and interview
 - (xi) Verification consent forms (qualifications, criminal checks etc.)
 - (xii) Children Act form (Form 29)

- (xiii) Medical Note and proof for Leave Application if the post is a substitute for an educator who is on sick leave
- (xiv) Work permit and passport if the post shall be filled by a foreign national
- (xv) Secondment letter if the posts is a substitute for an educator on secondment
- (xvi) Salary advice if the recommended prospective applicant is from another province
- (xvii) Proof of tax registration with SARS letterhead
- (b) The HRP unit must check all the submitted documentation and acknowledge receipt of the file.
- (c) Recommendations to appoint foreign educators will be subjected to approval by the delegated authority – in line with the Foreign National circular.
- (d) The HRP units shall upon receipt of the file subject the recommendation received to the following processes:

i. Verification

Before making decision on an appointment or the filling of a post, an executing authority shall:

Satisfy him/herself that the candidate qualifies in all respects for the post and that her or his claims in her or his application for the post have been verified according to the implementation of the National Vetting Strategy in the Public Service: Circular 14/11/P dated 23/11/07.

As required by Chapter 4, Part 4, 67.(9) of the PSR, 2016, the verification prescribed here under shall cover at least the following:

- (a) Criminal checks
- (b) Child Protection (Form 29)
- (b) Citizenship verifications
- (c) Financial/asset record checks
- (d) Qualifications/Study verification; and
- (e) Previous employment verification (Reference checks)"

2. TO FULFIL (6.1.2 (i) ABOVE, THE FOLLOWING PROCESSES MUST BE FOLLOWED

- (a) All the shortlisted candidates will be issued with relevant documents for completion upon invite to the interviews.



- (b) The candidate MUST complete ALL the forms which include consent forms and Children Act Form 29 giving consent for the verification mentioned in paragraph 6.1.2 (d) (i).
- (c) The INTERVIEWED candidates MUST visit the nearest GDE District Office: HRP within 48 hours with their South African Identity Document and the information on the specific post to have their fingerprints scanned using a biometrics scanner, this is for criminal checks.
- (d) 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.
- (e) HRP in the district office will also check if the potential employee is not on the National Register for Sex Offenders from the Department of Social Development.
- (f) IMPORTANT: HRP or Recruitment and Selection will inform the HoD or delegated authority who will then apply his/her mind based on the merit of the outcome.
- (g) Once the approval is granted an appointment letter with specific dates and type of appointment will be issued to the incumbent and must be accepted within 5 working days by the candidate.

6.2 Permanent Appointments

The processes to appoint an educator on a promotion and Education/Chief Therapist posts shall be as follows:

6.2.1 Advertising of an Educator Promotion Posts (PL2-PL4), Education Therapists and Chief Education Therapist

- (a) Approval to advertise and to fill these vacant posts is granted by the HoD and MEC as per the approved Post Establishment.
- (b) All vacant funded promotional posts shall be advertised in terms of the Gauteng Provincial Chamber: Collective Agreement 2 of 2005.
- (c) The educator promotion posts, Education Therapist and Chief Education Therapist posts shall be advertised in Departmental Vacancy Circulars.

- (d) The Department reserves the right not to fill vacant posts advertised on the list of vacancies should it be discovered that incorrect information was submitted or published.

6.2.2 Procedure and requirements for applicants when applying

- (a) A unique post number shall be allocated to all advertised post. The post number shall begin with the abbreviation for the relevant District and contains a unique number (e.g. SE14ED1001).
- (b) The unique number shall always be 10 characters.
- (c) The Department does not take any responsibility if an incorrect number was entered in the employment profile form/ employment application form (GDE 2R FORM).
- (d) All hand delivered applications for vacancies should be directed to the correct addresses as indicated in the advert.
- (e) Under no circumstances must application forms be submitted to schools, Registry office at the District or Head office.
- (f) Employment applications for different posts must be submitted on separate employment profile forms (GDE 2R FORM).
- (g) The employment profile form replaces the curriculum vitae (CV).
- (h) The Department shall only recognise the attached employment profile form (GDE 2R FORM) as a valid application when applying for vacant posts.
- (i) Numbering and Headings in the employment application form must not be changed
- (j) Originally certified copies of all qualifications, registration/provisional registration certificate with professional bodies and ID **may** be attached to applications; if not attached, a candidate who is shortlisted will be requested to bring along the certified documents.
- (k) Applicants must ensure that ALL documents as specified in (j) above are available on request.
- (l) In the absence of SACE certificate a salary advice on which a SACE membership number is printed will be accepted for membership verification.
- (m) Originally certified salary advice must be attached by applicants from other provinces to enable GDE to determine the correct salary notch in the event of an offer. If not attached, the panel must request the shortlisted candidate to bring it along to the interviews.
- (n) The signature on the application form must be original; **NO forms with photocopied signatures** will be accepted.



6.2.3 Closing Date for Applications

- (a) All hand delivered applications must be received by the closing date.
- (b) No applications will be accepted after the closing date and time.
- (c) Posted applications will only be accepted if they reach the relevant office in which a post is advertised within 3 working days after the closing date, and the post mark indicates that the application was posted on or before the closing date.

6.2.4 Sifting and Packaging by the District: HRP Unit

The following criteria shall be used during sifting of applications:

- (a) Number of relevant years of experience (e.g. 7 years teaching experience for principal posts) this shall include if possible experience on SGB/ Private school post.
- (b) The HRP team shall sift out the applications that were submitted after the closing date and/ or applications which have postal stamp received beyond the closing date.
- (c) All posted applications will only be accepted if they have a postal stamp indicating that the application was posted on or before the closing date. Any date after the closing date shall be disqualified.
- (d) Failure to affix original signature or unsigned GDE 2R form shall disqualify the application.
- (e) Incorrect post number e.g. SE14ED1001 and incorrect application form (GDE 2R versus other application forms) shall disqualify the application.
- (f) In the event that the shortlisting panel decides to shortlist an applicant where certain documents are outstanding, then such candidate should be asked to bring the required documentation as indicated in (j) above on the interview date.

6.2.5 Computerised List

- (a) A computerised list shall be sealed within the pack
- (b) **NB:** The panel members must take note that the information that is contained in this list should be treated as **confidential**. This list may not be used for any other purpose other than short-listing and interviewing.
- (c) The computerised list contains names of qualified and disqualified applicants.
- (d) It is important for panel members to take note of the following information on the computerised list:

- (i) **Disqualified applications** - the reason for disqualification of applications will be indicated on the computerised list for ease of reference.
- (ii) **Qualified applications** - only the applicants that met the sifting criteria.
- (ii) **Additional educators** are marked with a YES/ NO in the additional column on the computerised list. These are educators who are declared additional to the post establishment of their current institution.
- (e) The name list of additional educators to the post establishment should be used during the short listing processes to identify any educator additional to the post establishment or principals additional to the post establishment on the list of applicants.
- (f) The additional educators must attach a recent GDE provincial EXOP letter in order to be considered during shortlisting.
- (g) It should be noted that it is compulsory to shortlist and interview educators who have been declared additional, provided they are on the same post level as the advertised posts and they meet the requirements of the advert.

6.2.6 Packaging

It must be noted that only qualified GDE 2R application forms are sealed in the package together with the computerised list, excluding the disqualified applications.

6.2.7 SGB Briefing

- (a) The District HRP unit within THRS must convene a meeting for the entire SGB and the contents of these guidelines presented.
- (b) The District HRP unit within THRS must in this meeting issue the guidelines, recruitment packages (forms), including templates of the minutes, relevant circulars, PELRC Collective agreement No 2 of 2005 and the Gauteng Education: Grievance Procedures.
- (c) Provincial Employment Equity Plan must be presented in the meeting.

6.2.8 Panel Selection Meeting

The full complement of the SGB must after the briefing, convene a meeting where they will elect a selection panel/ committee. **The panel must comprise of the following:**

- (a) A departmental representative (who may be the school Principal) as an observer and resource person (for post level 1-3).

- (b) The Principal of the school (if he/she is not departmental representative), except in the case where he/she is an applicant (for post level 1-3).
- (c) Members of the SGB, excluding educator members who are applicants for the advertised post(s) at that particular school, and
- (d) One Union representative per Union/federation that is a party to the provincial chamber of the (ELRC). The Union representatives will be observers to the shortlisting, interview and the drawing up of preference list. Where the Union representative is not present it does not invalidate the proceedings.
- (e) The student formation leaders shall not be included in the interviewing committee because of their legal status in the School Governing Body (South African Schools Act, Act No. 84 of 1996, Section 32).
- (f) The additional educators must attach a recent GDE provisional EXOP letter in order to be considered during shortlisting.
- (g) It should be noted that it is compulsory to shortlist and interview educators who have been declared additional, provided they are on the same post level as the advertised posts and they meet the requirements of the advertised post.

6.2.9 Independent Panel

- (a) The SGB may request for the appointment of an independent panel in writing (minutes and registers to be attached). Approval of the request is delegated and will be done by
 - I. the District Director for post level 2 and 3.
 - II. the HOD for post level 4.
- (b) It is important to note that the same panel members must sit for both shortlisting and interviews- if possible. If one panellist is not available, he/she should submit his/her apology in writing **at least 24 hours** in advance, in order to allow the selection panel to replace the panellist.

6.2.10 Management Plan and Distribution of Packages

- (a) A management plan must be compiled by the SGB for every advertised post and submitted to HRP unit.
- (b) Packages with applications shall be distributed in line with the management plan.

6.2.11 Shortlisting Process

(a) The shortlisting process shall be as follows:

- (i) The panel members together with Union representatives shall at the beginning of shortlisting and interviewing process be required to sign declaration of confidentiality forms. (referred to as Form F)
- (ii) The panel members are reminded of the GDE Employment Equity targets and the decision taken by Top Management of GDE to be bias to underrepresented groups. Therefore, it is imperative at this stage that the panel give higher weighting to underrepresented groups including females applying for principal posts, in response to the GDE Employment Equity targets.
- (iii) The list of short-listed candidates for interview purposes should not exceed five per post. An educator, who has been acting in the advertised post for 12 months or more and has applied for the post, must be shortlisted.
- (iv) If only one or two candidates qualify for a post and they are in addition to the post establishment, they must be considered during all processes and recommended should they meet minimum requirements.
- (v) If less than three candidates qualify for a post in scarce skills subjects (Mathematics, Physical Science, Technical Subjects, skills in special schools etc.), they must however still be considered during all processes and may be recommended if they meet the minimum requirements of the post.
- (vi) The inherent requirements of the job (see PAM Part B) as contained in the advertisement and also in the job description as stated in the PAM, must be the basis on which candidate's documents are scrutinised for decision to shortlist to be taken as well as on the information submitted on this Employment Profile GDE 2R Form.
- (vii) The panel secretary must facilitate all logistical arrangements, invite the short-listed candidates to the interview process, and clearly specify dates, times and venues of interviews. This should be done in consultation with the selection panel.
- (viii) The Unions must be invited five working days before the shortlisting or interviews processes.
- (ix) A short-listed candidate must be invited in writing, five (5) working days prior to the interview and confirmed telephonically (all documents or evidence to be filed).
- (x) Shortlisted candidates will upon invite be issued with all the relevant documents to complete prior the interview (Consent form, Children Act Form 29 and HR8)



6.2.12 Implementation of Employment Equity Plan (Circular 9/2020)- Snapshot

Tables 6(a) and 6(b) of Circular 9/2020 show the occupational levels of employees that are under-represented (=) under as per the EAP and the targets that the Department should strive to achieve annually.

Table 6 (a): Under-represented employees

Occupational level	Race and gender	Baseline 12/2019	2020/21	2021/22	2022/23	Goal
Principals	Female	736	763	789	816	1001
Deputy Principals	African male	935	971	1007	1044	1297
	Indian male	50	51	51	52	54
Departmental Heads	African male	2171	2371	2571	2771	4171
	Coloured male	100	102	104	106	120
	Indian male	69	80	90	101	175
	White male	493	512	531	549	681
Teachers	African male	9157	10395	11634	12872	21540
	Coloured male	332	361	389	418	618
	Indian male	138	215	291	368	903
	White male	1507	1708	1909	2111	3519
Therapists	African male	27	49	71	93	246
	Coloured male	2	3	3	4	7
	Indian male	1	2	3	4	10
	White male	5	9	12	16	40
	African females	132	138	144	150	193

Table 6 (b): Employees with disabilities

Occupational level	Race and gender	Baseline 12/2019	2020/21	2021/22	2022/23	Goal
Senior Management	African males	1	0	0	2	2
	African females	0	1	1	0	2
Skilled employees (includes Teachers, Department Heads, Therapists etc.)	African males	296	308	319	331	412
	African females	830	863	895	928	1155
	Indian females	41	42	43	44	47
	White female	237	244	250	257	302

- (a) All institutions' recommendations and appointments must address the under-representation according to race, gender and occupational levels.
- (b) Weighting of shortlisting criteria in relation to Employment Equity targets will be influenced by Table 6(a) and Table 6(b) of Circular 9/2020 snapshot as mentioned at 6.2.12.
- (c) Table 6(a) snapshot from Circular 9 of 2020 is derived from the analysis of the GDE Workforce and indicates the under-representation of employees in different occupational levels per gender and employees with disabilities. (occupational levels amended in this document aligned to educator sector)

6.2.13 Qualifications

All persons must have at least a recognised three-year qualification obtained after grade 12 (REQV 13) which must include appropriate training as an educator. (Exceptions to this rule only apply to specific post requirements refer to ELRC Resolution 5/2001, par 2.2 (ii).

Note: The required qualifications must be obtained prior to the date of commencement of duty.



Experience

POST	POST LEVEL	MINIMUM TEACHING EXPERIENCE
Educator / Education Therapist	1	NIL
School HOD	2	3 years
Chief Education Therapist	2	3 years
Deputy Principal	3	5 years
Principal	4	7 years

NOTE: Actual educator's experience as well as appropriate experience in education taken into account for the purposes of appointment on post level 2-4.

6.2.14 Registration with SACE/HPCSA

Please note that the **GDE reserves the right to appoint the next candidate** on the recommended list in the event that an educator/ education therapist fails to produce a registration certificate or other valid proof of registration at the point of offer.

6.2.15 Status of non-SA citizens

- (a) Non-citizens who meet the minimum requirements of the post and who hold permanent residence permits accompanied by a SA Identity document can be considered for permanent appointment (DPSA ref.2/2/1/1).
- (b) The onus rests upon such applicants to verify the status of their foreign qualifications SAQA before seeking employment and must be requested to supply proof of this during possible interviews.
- (c) Foreign educators offering scarce subjects (refer to GDE Circular on procedure to follow when appointing Foreign educators) may apply if they have all the required documents upon applying.

6.2.16 Interview Process

- (a) The chairperson of the panel shall open the meeting as scheduled. The meeting shall be a minimum of an hour and maximum of two hours before the commencement of the interview.
- (b) The Chairperson of the panel shall ensure that the following happens during the interview process:
 - (i) the signing of the attendance register and confidentiality forms by all participants and Union representatives;



- (ii) discussion of the interviewing tools as presented by the chairperson
 - (iii) Setting and allocation of interview questions and criteria in the presence of the Unions.
- (c) The Chairperson should also ensure that the:
- (i) criteria indicate what will determine the final outcome such as using scores only or using scores and deliberations/discussion;
 - (ii) deliberation/discussion should only be based on what the candidates presented to the panel members nothing outside the process (the same discussion points must be used for all candidates)
 - (iii) Selection Panel members in the presence of Union representatives will discuss the questions, possible answers and the scores/weighting for each question.
- (d) The interview questions should focus on the job content, description, duties and responsibilities of the advertised post.
- (e) The panel members shall ask allocated questions to the applicants.
- (f) The candidates may not object the presence of observers from employee organisation/Unions.
- (g) The secretariat will ensure that all invited candidates sign attendance registers and complete the verification consent form.
- (h) During the interview, the candidate must be informed for which post he or she is being interviewed.
- (i) The secretariat will summarise the proceedings and give the final scores per panel member in the ranking order.
- (j) Minutes for the deliberations will form part of the submission highlighting reasons for deviating from the ranking scores if there was a deviation.
- (k) The secretary will finalise the minutes, read the recommendation as captured from the discussion and as pronounced by the chairperson.
- (l) The final outcome and the hand written/raw minutes of the interview will be signed off by all interview panel members, including the secretary on the day of the interview. The typed minutes must reflect and be the same as the raw minutes. The typed minutes must be signed by the Secretary and chairperson. Submission must include both the hand written/raw and typed minutes.



6.2.17 Ratification by the SGB

- (a) The SGB chairperson must convene a meeting with all the SGB members to provide feedback.
- (b) This meeting cannot be used to change the outcome of the process except where there are procedural flaws e.g. score calculations.
- (c) The SGB together with the selection panel must ensure that:
 - (i) They accurately present the proceedings of both meetings. (shortlisting and interviews)
 - (ii) Recommendations of the panel are presented indicating clear criteria used that led to the outcome with scores and the names mentioned including the deliberation criteria. (if applicable)
 - (iii) The SGB must recommend and provide relevant motivation for 3 candidates, in order of preference, to the Head of Department/District Director.
 - (iv) All the above discussions must be recorded in detail.
 - (v) Minutes and registers need to be provided at the end of the process.
 - (vi) All members present must complete a Declaration Form
- (d) The SGB to take cognizance of the GDE Employment Equity targets and must be bias towards under-represented groups in top three when they finalise their preference list for HOD's consideration. In the event that the margin is insignificant the priority list must favour the under-represented group.

6.2.18 Ratification Process of Independent Panel

- (a) A formal feedback session must be convened to the SGB where an independent panel was appointed to conduct the recruitment process. Minutes of the meeting must be recorded.
- (b) The above feedback to the SGB should be presented by the selection panel with Cluster Leader/ IDSO present, and/ or HRP or the THRS: Deputy Director.
- (c) Minutes and registers need to be provided at the end of the process.

NB: Form C must be signed by the chairperson of the SGB. Form C can also be signed by the Chairperson of the panel or the Circuit Manager.



6.2.19 Appointment/Filling of the Posts with Suitable Qualified Persons

- (a) The Head of Department or delegated authority considers the recommendation by ensuring that the SGB has met the requirements as stipulated and thereafter may appoint the suitable candidate.
- (b) Despite the order of preference in Form C/Submission: Annexure A the Head of Department or delegated authority will appoint a suitable candidate on the list of recommended candidates.
- (c) Written motivations for the non-recommendation of additional educators to the post establishment should be submitted to the Head of Department or delegated authority by the SGB together with the copy of the GDE 2R.
- (d) The motivation not to appoint an additional educator must be approved by the Head of Department or delegated authority in writing before another recommendation may be submitted to District Office by the SGB. A copy of the written approval must be attached to the submitted recommendation.

NB: It is improper for interviewing panel members or Union representatives observing the process to inform any of the interviewees about the outcome of the interviews before the HOD or delegated authority has approved the recommendation of the SGB.

Such disclosure of official information without approval will be viewed as misconduct and will be dealt with according to relevant frameworks.

Form F (Declaration of confidentiality) must be completed by panel members and organised labour at the beginning of short listing of each post.

- (e) The preferable date of appointment will be as per management plan or the date of commencement of duty which is an earlier or later date, as negotiated between all relevant parties where the date as per management plan cannot be met.
- (f) The date of assumption of duty will be considered to be the actual date of appointment. An appointment should/must not be reviewed by the HoD or delegated authority after a candidate has been offered a post and signed acceptance on the appointment letter. A candidate must accept the offer within 5 working days.
- (g) A candidate cannot change his/her mind after 10 working days of signing an acceptance letter to take up another post.

6.2.20 Recommendation Process

- (a) The SGB chairperson will recommend to the HOD/ District Director.
- (b) The HOD/District Director will check the minutes of the shortlisting to satisfy him/ herself whether underrepresented groups were considered or given preference in line with the GDE Employment Equity Plan i.e. if the females in principal post were allocated high weighting.
- (c) At a point whereby the three (3) top candidates are made of females and males, the HOD or delegated authority will apply his/her discretion looking at the score difference, whether is significant or not to appoint a female instead of a male.
- (d) In cases where the Head of Department or delegated authority declines the SGB's recommendation he/she must provide full motivation in writing within 20 working days or call a meeting to discuss the decline of the recommendation and to minute the decision taken in the meeting.
- (e) Should there be no communiqué within 20 working days from the Head of Department or delegated authority it will imply that the recommendation made by the SGB stands.
- (f) The outcome of paragraph 6.1 will not be used to prejudice any recommended candidate by the SGB.
- (g) Should there be evidence that the candidate has misrepresented himself/herself in GDE 2R form, the HoD or his delegated authority will advise the SGB accordingly. The SGB will commit in providing remedial processes under the guidance of the District Director if they still want to continue with the recommended candidates

6.2.21 The SGB recommendation file for a promotion post MUST include the following documents:

Table: Recommendation File Check List

No	INDEX ITEM	File Index
	Form A	
1.	Annexure A: <ul style="list-style-type: none"> • Form B: Checklist • Form C – Recommendation Form/ Submission • Computerised list and Advert • GDE 2R Form (for recommended candidate) • HR 8 • Proof of tax registration with SARS letterhead • Consent forms and Form 29 	A

2.	Annexure B: Minutes (all to be signed and attendance register) <ul style="list-style-type: none"> • Minutes for selection of panel members (include management plan) • Minutes for shortlisting and Interviews (see attached samples- including criteria) • Ratification minutes • Attendance registers (including candidates) • Grievance letter and outcome attached (if applicable) 	B
3.	Annexure C: <ul style="list-style-type: none"> • Form E: Invitation to Organised Labour (attach evidence) • Form F - Declaration of confidentiality • Nomination letter – panel member • Invitation to candidates 	C
4.	Annexure D: <ul style="list-style-type: none"> • GDE 2R Form (for all shortlisted candidates) • HR8 – to be completed by all interviewed candidates • Regret Letters 	D

6.2.22 Applications of Unsuccessful Applicants

- The application forms must be taken into safe keeping by the SGB for a period of six months, after which it may be disposed of.
- The District Office (Sub-Directorate: THRS) will generate (Regret letters) within 20 working days to be distributed to the unsuccessful **interviewed** candidates by the SGB chairperson and/or Principal of the school.

6.2.23 Roles and Responsibilities

The selection panel and the secretary shall:

- Draft the management plan
- Invite the Unions five (5) days before shortlisting and interviewing process.
- Issue nomination letters
- Arrange the logistics (times and dates. Interviews to be scheduled during school days (No school holidays and public holidays).
- Conduct the shortlisting, the interview and the ratification meeting
- Prepare the submission for the approval of the recommended candidates


P

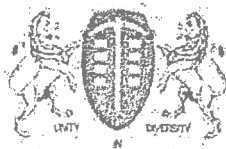
6.3 Observer status

An Observer may:

- (a) Produce any form of identification from the union
- (b) Observe the process of short listing, interviews and of compiling a preference list.
- (c) Comment on the set criteria and the procedure, **in terms of the fairness** of the process.

7. APPROVAL

DATE OF APPROVAL OF GDE RECRUITMENT AND SELECTION GUIDELINES FOR THE APPOINTMENT OF SCHOOL BASED EDUCATORS, EDUCATION THERAPIST AND CHIEF EDUCATION THERAPISTS	
Approved by DDG: Corporate Services	Mr Rufus Mmutlana
Signature: 	
Date of Approval: 18 MARCH 2021	
Date for review:	As per need



GAUTENG PROVINCE

REPUBLIC OF SOUTH AFRICA

GDE

RECRUITMENT AND SELECTION POLICY

IMPLEMENTATION GUIDELINES

FOR

APPOINTMENT OF PUBLIC SERVICE

(PERMANENT & TEMPORARY)

(SALARY LEVELS 2-12)

SCHOOLS AND OFFICES

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1. REAMBLE

The GDE Recruitment and Selection Policy Implementation guidelines shall be utilised by officials working in recruitment consulting both from Head Office and District office. Furthermore, the School Governing Bodies, Organised Labour at GPSCBC shall also utilise these implementation guidelines during the appointment of public service personnel.

In view of the above, the recruitment consulting team would like to encourage users of this implementation guide to carefully study the guidelines before implementation. The implementation guidelines must also be applied in conjunction with relevant GDE recruitment policy.

2. PURPOSE

The purpose of this implementation guideline is

- (a) to outline the processes to be followed during the appointment of PS (salary levels 2-12) personnel in schools and offices;
- (b) to give effect to the implementation of recruitment and selection policy provisions;
- (c) to outline the roles and responsibilities of various stakeholders in the recruitment process; and
- (d) to empower all relevant stakeholders with the recruitment and selection processes and procedures.

3. DEFINITION OF TERMS AND ACRONYMS

3.1 Definitions

No.	Term	Explanation
3.1.1	panel members	Refers to members who shortlist and interview the prospective candidates for the advertised post with the view to appoint the potential candidate.
3.1.2	unique post/reference number	means different post numbers that are used to identify specific post
3.1.3	sifting	Refers to for purposes of office-based educator posts, the process of separating the applications for prospective candidates who meet the requirements of the posts from those that do not meet the requirement of the posts.

3.2 Acronyms

No.	Acronym	Full Name
3.2.1	DPSA	Department of Public Administration
3.2.2	GDE	Gauteng Department of Education
3.2.3	THRS	Transversal Human Resource Services
3.2.4	HoD	Head of Department
3.2.5	CV	Curriculum Vitae
3.2.6	SAQA	South African Qualification Authority
3.2.7	ID	Identity Document
3.2.8	GPSCBC	General Public Service Sector Bargaining Council
3.2.9	PERSAL	Personnel and Salary System

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4. APPLICABLE LEGISLATIVE FRAMEWORKS

- 4.1 The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996).
- 4.2 Labour Relations Act (Act No. 66 of 1995), as amended;
- 4.3 Employment Equity Act (Act No. 55 of 1998).
- 4.4 The Public Finance Management Act, 1999 (Act No. 1 of 1999).
- 4.5 Public Service Act 1994 (Proclamation No 103 of 1994) as amended
- 4.6 Public Service Regulation 2016 (GN No Nr877 of Government Gazette No 40167)
- 4.7 South African Schools Act, (Act No. 84 of 1996)

5. RELEVANT POLICY DIRECTIVE

- 5.1 GDE Recruitment and Selection Policy, 2018
- 5.2 GDE Employment Equity Plan, Circular 1 of 2018

6. FILLING OF VACANT FUNDED POSTS.

The Department shall fill the vacant posts either through temporary or permanent capacity.

6.1 Filling of Temporary PS Posts (SL 2-5) in schools

Filling of temporary/contract posts can only be made at school level to ensure that service delivery is not compromised

6.1.1 Procedure for Filling of Vacant Funded Posts

- (a) The school where there is a need to fill a post will complete a GDE 79 form duly signed by both the School Governing Body (SGB) chairperson and District Director or delegated authority. The relevant HRP units within District THRS shall receive the request.

- (b) The District office/recruitment and selection/institutions should always refer to the relevant circulars for the appointment of foreigners.

6.1.2 Advertising Process for a Temporary PS Posts in school.

- (a) Advertisement of temporary PS posts will be done for school based vacant posts on salary levels **2 and 5 ONLY**.
- (b) The school will complete a GDE 79 form signed by the chairperson of the SGB to the relevant district HRP office as a request to advertise.
- (c) The District HRP unit shall verify the *availability of any additional personnel* who meets the requirement of the post.
- (d) The district will then *prepare the advert* for the school to publish in the surrounding schools, community and District office for 5 working days. Thereafter, the school will do response handling within 5 working days.
- (e) The principal must obtain approval to advertise the post from the relevant delegated authority through HRP office.

6.2 Permanent Appointments for PS Personnel (SL 2-12)

The processes to appoint public servant personnel shall be as follows.

6.2.1 Advertising of a vacant post for Public Servant Personnel

- (a) The school or relevant office will complete a GDE 79 or HR1 form to the relevant District office: HRP or Directorate: Recruitment and Selection as a request to advertise.
- (b) The District office: HRP or Directorate: Recruitment and Selection will where applicable verify the availability of any additional personnel who meets the requirement of the post.
- (c) The District: HRP or Directorate : Recruitment and Selection will capture the GDE 79 or HR1 form on the spread sheet provided

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- (d) The Directorate: Recruitment and Selection and District: HRP will do verification and validation of information as per the GDE 79 or HR1 completed by the schools in consultation with the SGB chairperson and respective offices.
- (e) The HRP in districts and respective Recruitment & Selection regional office will sign off the final draft adverts prior publication.
- (f) The vacancies will be printed and published on the GDE website or Vacancy circular or DPSA or relevant Newspapers depending on the level of the posts.
- (g) The vacancies will also be distributed to schools and offices to give applicants an opportunity to apply.
- (h) The applicants will apply using Z83 form obtainable from any Public Service Department.
- (i) The recruitment and selection processes shall unfold following the approved management plan.
- (j) An advertisement shall not favour, prejudice or discriminate against any applicant.
- (k) An advertisement must be consistent with the job content, post requirements and it must be clear.

6.2.2 Procedure and requirements of applying for Temporary and Permanent Post

- (a) A unique post or reference number shall be allocated to all vacant post.
- (b) The post or reference number shall begin with the abbreviation of the relevant district office or head office and contains a unique number (e.g. TS19PS1001/Ref.No: REFS/001514).
- (c) The Department does not take any responsibility if incorrect reference/post number is entered in the Z83 (Employment Application Form).
- (d) All hand delivered applications for vacancies should be directed to the correct addresses as per instructions in the advert.

- (e) Applicants shall hand deliver or post their applications to the relevant offices or schools
- (f) Employment applications for different posts should be submitted on a separate Z83 (Employment application form).
- (g) The Z83 form does not replace the CV. Prospective applicants must attach their CV with the Z83 form.
- (h) Original certified copies of all qualifications where applicable and Identity Document (ID) may be attached to applications; if not attached, a candidate who is shortlisted *will be requested to bring along* the required certified documents.
- (i) The signature on the application form must be original; NO photocopied signatures will be accepted.

6.2.3 Closing Date for Applications

- (a) All hand delivered applications must be received by the closing date.
- (b) No applications will be accepted after the closing date and time.
- (c) Posted applications will only be accepted if they reach the relevant office in which a post is advertised within 3 working days after the closing date, and the post mark indicates that the application was posted on or before the closing date.

6.2.4 Sifting

The following criteria shall be used during sifting of applications:

- (a) The relevant HRP cluster unit shall take responsibility for the initial sifting process in order to eliminate the application of those candidates who do not meet the minimum requirements.
- (b) If errors occur in the above process, they will be corrected by the district HRP unit/ Directorate : Recruitment and Selection (head office)

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- (c) Electronic applications shall be received through Gauteng Online Applications (E-Recruitment) if e-recruitment is used.
- (d) The certified copies of relevant qualifications and required documents with original stamp shall be considered during sifting of applications.
- (e) The response handling team shall sift out the applications that were submitted after the closing date and/or applications which have postal stamp received beyond the closing date.
- (f) All posted application forms received *three working days after* closing date shall be disqualified. (the date stamp should be within the publication period for such applications to be accepted)
- (g) All qualified application forms are eligible for shortlisting process.
- (h) Failure to affix original signature shall disqualify the application form
- (i) unsigned Z83 form will be disqualified
- (j) The following criteria shall apply during sifting of applications for advertised posts:
 - (i) Correct post number or reference number
 - (ii) Correct application Z83 form with the specific post or reference number.
 - (iii) Only one application will be considered for a specific post.
 - (iv) Applications will be sorted / sifted according to the reference or post number as indicated on the application form.
 - (v) Each block on the sifting criteria to be ticked after being checked by HR clerks.
 - (vi) Criteria on the sifting will be aligned with the instructions on vacancy circular or advert.
 - (vii)

(k) The applicants will be disqualified on the following basis:

- (a) Incorrect application form (only Z83 form will be accepted)
- (b) Incorrect post or reference number
- (c) Late submission of application forms
- (d) No signature on application forms
- (e) Photocopied signature
- (f) Valid driver's licence where applicable

6.2.5 Computerised List

- (a) A computerised list shall be sealed with the application package
- (b) The computerised list of eligible applicants for each post, giving details of the post or reference number, Surname & Initials, ID or PERSAL (if applicable) of each applicant as well as identifying all ADDITIONAL (AD) PS personnel to the post establishment or organogram, who will have to be considered in all instances above other applicants where they meet the specific requirements of the post.
- (c) The name list of ADDITIONAL public servant personnel to the post establishment or organogram should be used during the short listing process to identify any PS personnel additional to the post establishment or organogram on the list of applicants.
- (d) Personnel additional to the post establishment or organogram will be identified on the computerised list provided with the applications and will be regarded as first preference for shortlisting and appointment where applicable.
- (e) The additional personnel will receive the preferential treatment for shortlisting if they meet the minimum

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requirements for the post and have applied for a vacant post in the same salary level/rank as their current post.

- (f) The panel members must take note that the information that is contained in this list should be treated as confidential. This list may not be used for any other purpose other than short-listing.
- (g) The computerised list contains qualified and disqualified applicants.
- (h) It is important for panel members to take note of the following information on the computerised list:
 - (i) **Disqualified applications** - the reason for disqualification should be indicated on the computerised list for reference purpose
 - (j) **Qualified applications** - only the applicants that met the sifting criteria are qualified
 - (k) **Additional PS personnel**: are personnel who are declared additional to the post establishment or organogram of their current office or school. These are marked with a YES/NO in the additional column on the computerised list.
 - (l) It should be noted that it is *compulsory to shortlist* and interview PS personnel who have been declared additional, provided that they are on the same post level as the advertised posts and they meet the minimum requirements of the advert.

6.2.6 Packaging

It must be noted that only qualified Z83 forms shall be sealed in the package together with the computerised list, excluding the disqualified applications however a master list with all applicants will be included in the package.

6.2.7 SGB Briefing for school based PS post.

- (a) The District HRP unit must convene the meeting for SGB to capacitate them with regards to selection process in line with the approved Recruitment Policy and the Guidelines.
- (b) The information regarding the provincial management plan shall be outlined.
- (c) The District HRP unit must in this meeting issue out the approved Guidelines together with the sifted application forms (Z83) in a sealed packages or as agreed with the district HRP.

6.2.8 Nomination and Appointment of Selection Panel

- (a) The appointment and composition of an interview committee shall be as follows:

Function	Salutary	Responsibility
Nomination of Selection Panel	SL2-SL8	Director (The power is conferred to the direct line function)
	SL9-SL10	Chief Director (The power is conferred to the direct line function)
	SL11-12	DDG
	School Based (SL-2-7)	School Governing Body (SGB)
Approval of Selection Panel	SL2-SL10	CD:SHRM
	SL11-12	DDG : Corporate Management
	School Based (SL 2-7)	School Governing Body (SGB)

- (b) The delegations to approve the recommendation for appointment of employees into permanent posts in the Department shall be as follows:

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Function	Salary Level	Responsibility
Delegations to approved recommendations for appointment	SL1-SL8	Director: Recruitment and Selection
	SL9-SL10	CD: Strategic HR Management
	SL11-SL12	DDG: Corporate Management
	School Based posts	District Director

- (c) The senior manager of the directorate at Head office and the District shall in line with the approved GDE Recruitment and Selection Policy nominate the selection panel and submit the names to the relevant delegated authority for approval (see table (a) above.
- (d) The SGB shall in the event of school based PS posts nominate the selection committee to conduct recruitment and selection processes, in line with South African Schools Act, (Act No. 84 of 1996)
- (e) The selection committee shall consist of a minimum of *at least three members who are employees of a higher level* than the advertised post to be filled.
- (f) The SGB will make a recommendation for appointment of a public servant for consideration by the Head of Department or delegated authority (see table 6.2.8 (b) above.
- (g) However the chairperson of the selection *committee shall be two salary levels higher than the post* to be filled; and it is required that the selection panel must have adequate representation and include members with relevant expertise
- (h) The HR person may form part where possible in the shortlisting and interview processes in order to provide guidance and support on policy and technical HR related issues.

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- (i) The Secretary (appointed by the senior manager/district director/SGB), must attend to all administrative duties in consultation with the chairperson and selection panel
- (j) The selection panel shall comprise of the following members:-
 - (i) Chairperson and selection panel members (see tables (a) and (b) above;
 - (ii) SGB members (in case of a school based PS post);
 - (iii) HR Person and/or an official who understands and is familiar with the recruitment and selection process at Head Office /District office where possible (not as a panel member)
 - (iv) Observers- union representative; and
 - (v) Scriber/Secretary (not a member of selection committee).
- (k) Invitation to trade unions to observe should be done at *least 5 working days* prior to the shortlisting and interview processes.

6.2.9 Management Plan and Distribution of Packages

- (a) The management plan must be compiled by the senior manager where the post is vacant and for school based by the SGB
- (b) Application packages shall be distributed in line with the approved management plan as agreed with HRP for districts and schools, and by Recruitment & Selection directorate for Head Office.

6.2.10 Shortlisting Process

The shortlisting process shall be as follows:

- (a) The selection criteria must be clear and be in line with the advertisement.
- (b) The panel should set the criteria clearly at the beginning of the process.

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- (c) It is required that at least three candidates are shortlisted for interviews except in the case where more than three PS-Personnel, additional to the post establishment or organogram, have applied (all additional PS-Personnel who meet the post requirements should be included on the shortlist to a maximum of 5).
- (d) In instances where three or more PS-Personnel, additional to the post establishment or organogram, applied for a specific vacant post (same as current salary level/rank and suitable to the post requirements) then the committee must shortlist all.

6.2.11 Interview Process

- (a) The panel members who formed part of shortlisting process must also conduct the interviews
- (b) There should be a pre-meeting with a minimum of an hour and maximum of two hours before the commencement of the interview to agree on questions and answers.
- (c) The Chairperson shall ensure that the following happens during the pre-interview meeting:
 - (i) the *signing of the attendance register and confidentiality forms* by all participants and union representatives;
 - (ii) *discussion of the interviewing tools* as presented by the chairperson
 - (iii) *Setting and allocation of interview questions and criteria* in the presence of the unions.
- (d) The Chairperson should also ensure that the :
 - (i) Criteria indicates what will determine the final outcome *such as using scores and deliberations/discussion;*

- (ii) deliberation/discussion should be only based on what the candidates presented to the panel members nothing outside the process (evidence to be provided)
- (iii) Selection Panel members in the presence of union representatives will discuss the questions, possible answers and the scores/weighting for each question.
- (d) The interview questions should *focus on the job content/description/duties/responsibilities* of the advertised post.
- (e) The panel members shall ask allocated questions to the applicants.
- (f) The candidates may not object the presence of observers from employee organisation/unions.
- (g) The secretariat will ensure that *all invited candidates sign attendance registers and complete the verification consent form.*
- (h) all the interviewed candidates will be informed to visit any office of GDE office in case of schools and in case of HO to go to R&S directorate for scanning of finger prints using biometric scan i.e criminal checks
- (h) The secretariat will summarise the proceedings and give the final scores per panel member in the ranking order.
- (i) Minutes for the deliberations will form part of the submission highlighting reasons for deviating from the ranking scores if there was a deviation
- (j) The secretary will finalise the minutes read the recommendation as captured from the discussion and pronounced by the chairperson.
- (k) The final outcome will be signed off by the secretary and chairperson in front of everyone (raw minutes)
- (l) The secretariat will be given 5 working days to finalise the minutes (to be signed by the chairperson & secretary) and the recommendation file from the date of the interview.

- (m) The chairperson to submit a report to the senior manager or SGB chairperson in case of school (if he/she was not chairing) to report on the selection processes as a whole. This will assist in curbing a lot of grievances whereby the senior manager or SGB chairperson will be able to pick up where the process was not followed.
- (n) During the interview, the candidate must be informed for which post he or she is being interviewed for.
- (o) The selection panel shall be responsible for responding to the applicant's questions.
- (p) The reference checks shall be done after the interview process. It is incumbent on the selection committee to *contact references as supplied by candidates before recommendation is made* and sent to the District Office: HRP/Recruitment and Selection directorate for processing.

6.2.12 Ratification by the SGB for school based PS post

- (a) The meeting for ratification shall be convened only for school based PS posts.
- (b) This is a formal meeting of SGBs together with the selection panel
- (c) The selection panel should submit the documentation to the SGB for their ratification after deliberations and consensus was reached. Signed minutes of the meeting and attendance register to be attached
- (d) The selection committee to present the proceedings of both meetings (shortlisting & interviews).
- (e) The chairperson of the SGB must sign and approve the recommendation of the panel, and attach signed minutes of the ratification meeting for submission to the department

- (f) Recommendation of the selection panel should be presented indicating clear criteria used that led to the final outcome
- (g) The SGB after the deliberation will have to come with an agreement of the 3 preferred candidates to the District Director as the delegated authority
- (h) All the above discussions must be recorded in details
- (i) Minutes of the ratification meeting to be signed and attendance register to be attached.

6.2.13 Submission of Recommendations

- (a) Recommendation submission must be signed by SGB chairperson for school based and the senior manager of the post for office based after supporting the selection panel recommendation.
- (b) The panel should recommend three potential candidates, in order of preference for a specific post, to avoid the post being re-advertised should the first candidate decline the job offer (i.e. if they are appointable)
- (c) The panel shall consider amongst others, the following when recommending the potential candidates for the posts.
 - (i) Whether the applicant has successfully competed for the posts.
 - (ii) Whether the applicant portrayed achievements in terms of training, skills, competence and knowledge necessary to meet the inherent requirements of the posts;
 - (iii) The need to develop the potential candidates on other aspects if necessary.
 - (iv) Consider the Employment Equity targets of the department and office where the post is located;
- (d) The panel should discuss the performance of the candidate during the interview and reach consensus before submitting for

support by the SGB chairperson or the senior manager where the post is vacant.

- (e) The chairperson and the secretary shall be responsible for compilation of the submission.
- (f) All panel members shall be made to sign the attendance register.
- (g) The Director of the business unit and the SGB chairperson shall receive the submission for support and facilitate the appointment process of the candidate.
- (h) The submission must be prepared within five working days from the date of the interview.
- (i) The submission must also be submitted to the relevant HR unit.
- (j) The HoD/delegated authority will consider the recommendation of the senior manager or SGB chairperson provided that the recommended candidate meets the minimum requirements as stipulated in the advert and the panel complied with the shortlisting and interview process as agreed and minuted by the panel.
- (k) In cases where the HoD/delegated authority declines the recommendation, he/she must provide full motivation in writing or call a meeting of all the selection panel members including organised labour to discuss the reasons for declining the recommendation and to minute the decision taken in the meeting.
- (l) **The following documents must be included in the submission:**
 - (i) Z83 (application form) of recommended candidates to form part of the recommendation submission, reference check outcomes, minutes, advert (as per HR Registry personnel filing)
 - (ii) Advert
 - (iii) Nomination and approval letter of Panel (form or submission)

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- (iv) Invitation to unions and proof thereof
- (v) Submission Recommendation for appointment (signed by all relevant officials)
- (vi) Confidentiality forms
- (vii) Panel scores – score sheet for shortlisting
- (viii) Panel scores – score sheet for interviewing
- (ix) Invitation to interviewees
- (x) Minutes (typed) for shortlisting and interviews indicating decisions taken the minutes must be on the Departmental or school letterhead and originally signed by the Chairperson and scribe.
- (xi) Regret letters (to be signed by HRP (schools and District) Recruitment and Selection for Head office
- (xii) Signed attendance register by candidates
- (xiii) Consent forms for Verification checks (IDV, Qualifications and Criminal) (all interviewed candidates)
- (xiv) Results of Reference checks performed for successful candidate
- (xv) Interviewed candidates Z83 and CVs
- (xvi) Approved submission for selection panel
- (xvii) Competency assessment reports for post of Deputy Directors
- (xviii) Summary list of all candidates who applied for the post

6.2.14 Recommendations

- (a) The selection panel shall make a recommendation on the suitability of a candidate after considering the following:
 - (i) Whether the applicant has successfully competed for the posts.
 - (ii) Whether the applicant portrayed achievements in terms of training, skills, competence and knowledge necessary to meet the inherent requirements of the posts;

- (iii) The need to develop the potential candidates on other aspects if necessary.
- (iv) Consider the Employment Equity targets of the department and office where the post is located (circular 1 of 2018);
- (b) A selection panel shall record the reasons for its decision.
- (c) When a delegated authority does not approve a recommendation of the senior manager or SGB chairperson, she or he shall record the reasons for her or his decision in writing.

6.2.15 Appointment/Filling of a Post with Suitable Qualified Persons

- (a) The relevant HRP and Recruitment & Selection directorate shall after receiving the recommendation of candidates from SGB chairperson /supervisors (MMS level for district offices) and Senior Managers for Head Office do the following processes before recommending to the delegated authority as per approved delegations:
 - (i) The verification process which cover the following:
 - Criminal records (using biometric scanner)
 - Citizenship verifications
 - Financial/asset record checks
 - Qualifications/Study verification; and
 - Previous employment verification.
 - Sex offender list (if available)

IMPORTANT PROCESS TO FOLLOW ON THE DAY OF THE INTERVIEWS:

1. All the shortlisted candidates **MUST** complete or give consent by completing the relevant consent

form as provided for by the secretariat of the panel.

2. The INTERVIEWED candidates MUST visit the nearest district office with their *South African ID and the information on the specific post* to have their fingerprints scanned using a biometrics scanner in case of schools, for Head office and Districts to go to R&S/HRP office.
3. All relevant consent forms and attachments (ID, qualifications will be verified and results will be attached in the appointment package to the delegated authority
4. HR will also check on availability the Sexual offender register from Social Development department.

IMPORTANT: In the absence of how to manage the "positive" outcomes of criminal checks, HR will inform the HOD or delegated authority of the outcomes and he/she based on the crime and period thereof will then apply his mind to approve or decline the recommendation

- (b) The Department will use the services of the external service providers to expedite the above verification processes.
- (c) All the recommended candidates should have completed or given consent by completing an attached form "from the service provider."
- (d) The verification process outcome will not be used to prejudice any recommended candidate. Should there be evidence that the candidate has misrepresented himself/herself in Z83 form, the HoD or his delegated authority will advise the SGB/senior manager/supervisor (district office MMS level) accordingly.

- (e) The appointment date will allow a month notice to allow the candidate to do a proper handover and to allow the releasing office to make necessary arrangement for a takeover of the function done by the promoted official
- (f) The date of assumption of duty will be considered to be the actual date of appointment.
- (g) An appointment should/must not be reviewed by the HoD or delegated authority after a candidate has been offered a post and signed acceptance on the appointment letter. A candidate must accept the offer within 10 working days.

6.2.16 Applications of Unsuccessful Applicants

- (a) The application forms of unsuccessful candidates must be kept in a safe place by the relevant Directorate in which the post(s) has been advertised for a period of six (6) months, after which it may be disposed to the relevant HR unit.
- (b) The relevant HRP or R&S office must inform all unsuccessful, interviewed candidates in writing immediately after appointment is accepted by the recommended candidate, by issuing regret letters.

6.2.17 Grievance Procedure

- a) The aggrieved applicants shall be required to follow the available grievance procedure of the Department.
- b) The grievance shall be dealt with in terms of the Departmental grievance procedure and requirements contained in the PSR, 2016, and the Labour Relations Act of 1995.

6.2.18 Roles and Responsibilities

The selection panel shall:

- (a) draft the management plan

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- (b) Invite the unions five working days before shortlisting and interviewing process.
- (c) issue nomination letters
- (d) arrange the logistics (times and dates)
- (e) Conduct the shortlisting, the interview and the ratification meeting.
- (f) Prepare the submission for the approval of the recommended candidates

6.3.17 An Observer may

- (a) Observe the process of short listing, interviews and compiling a preference list.
- (b) have access to all information during the meeting
- (c) attend all shortlisting and interviews meetings
- (d) Comment when necessary on the set criteria and the procedure, in terms of the fairness of the process.
- (e) not discuss aspects of the process with any of the interviewees
- (f) not take part in interviews
- (g) Not attempt to influence the committee in their decision.

NB: It is very important to remember that the observer is not at the meeting to ensure that a specific person is recommended for the post. Members often expect that where an observer is present, they will be recommended. Observers may not disclose any information to a member and may not, even as a friend or colleague, comment on anything unless is reporting back to.

7. APPROVAL

Approved by GDE: (DDG) Print Name:	Rufus Mmutlana
Signature:	
Date of Approval	10/05/2019



INTERNAL MEMO

TO: PUBLIC SCHOOL PRINCIPALS
CC: SCHOOL GOVERNING BODIES

SUBMISSION OF TEMPORARY APPOINTMENTS

Dear Principals

In order for salaries to be paid on time, it is necessary that complete documents are submitted. Kindly find attached the latest checklist that needs to accompany each appointment package, which must be signed off by the principal. HRP unit will verify the checklist before accepting any appointment package for processing.

It is also important to take note that **staff are not supposed to assume duty without approval granted by the HRP unit**. Also note that if documentation is submitted late, the salary of the appointee will only be implemented with effect from the month of the submission. **No salaries will be backdated.**

TEMPORARY EDUCATORS

To appoint a temporary educator, the following documents need to be submitted:

- GDE 1- completed in full, with specific period of employment, post information e.g., Substitute in the place of NS Zwane who is on maternity leave. **Form signed by the principal.**
- GDE 79 or copy of advert
- Recruitment minutes (panel selection minutes, shortlisting minutes and interview minutes) or placement letter if graduate
- Certified copies of ID, Qualifications and SACE and HPCSA for therapists
- Bank form (F1030) with Bank Statement/ Confirmation letter
- Information sheet on didactics and teaching subjects
- Tax reference certificate (SARS)
- HR8 fully completed
- Vetting forms: MIE, DOTS and Form 29
- Doctors note where applicable

- Leave form and/ or PILIR where applicable

**Please note that if the SACE expires during the course of the year, the appointment will only be done up to the day that the SACE expires. It is the responsibility of the school to submit documentation for extension on receipt of the new SACE document.*

TEMPORARY PS STAFF


- Z83 new form
- GDE 79 or copy of advert
- Recruitment minutes (panel selection minutes, shortlisting minutes and interview minutes)
- Certified copies of ID and qualifications (Matric)
- Bank form (F1030) with Bank Statement/ Confirmation letter
- HR8 fully completed
- Vetting forms: MIE, DOTS and Form 29

UNQUALIFIED/ UNDERQUALIFIED EDUCATORS

- Unqualified/ Under qualified educators will only be considered if no suitable candidates are available on the excess, graduates, or unemployed educator list
- No approval will be granted retrospectively, hence requests must be done well in advance and applicants can only assume duty on receipt of approval.

Once approval for assumption of duty is received by the school, please confirm assumption of duty date by returning the applicable form to the district. without this confirmation, the appointment cannot be processed.

Your assistance is greatly appreciated


 MS NONCEBA NTUTA
 DISTRICT DIRECTOR: EN
 DATE: 29/03/2022

