



SAOU SA ONDERWYSERSUNIE
SA TEACHERS' UNION

MPUMALANGA

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02/03/2015

**SAOU (MPUMALANGA) NUUSBRIEF
12/2015**

**VIR AANDAG ALLE SKOOLHOOFDE IN
NKANGALA**

**MEMORANDUM: APPOINTMENT OF
PROFESSIONAL QUALIFIED TEMPORARY
SUBSTITUTE RSA EDUCATORS**

Die SAOU het 'n vergadering met die Direkteur van die Nkangala Distrikskantoor, mnr JJ Mabena op 25 Februarie 2015 gehad. Op die vergadering is veral aandag gegee aan die probleem rondom die aanstelling van permanente en kontrak opvoeders. Ons besef dat daar veral probleme met die kringkantore is.

Aangeheg is 'n memorandum, wat die nodige prosedure wat gevolg moet word, uiteensit. Bring asb hierdie prosedure ook onder die aandag van die kringbestuurders.

Die SAOU het reeds gevalle waar opvoeders nie salarisse ontvang nie, by die Distrikskantoor aangemeld. Van die dokumente is teruggestuur omdat die regte prosedure nie gevolg is nie.

Die Distrikskantoor het die SAOU versoek om gevalle waar salarisse nog nie betaal is nie, direk onder die HR se aandag te bring. Skoolhoofde word versoek om die volle besonderhede van die betrokke opvoeders onder die SAOU se aandag te bring, sodat ons dit vir u kan opvolg.

SAOU (MPUMALANGA) NEWSLETTER 12/2015

**FOR THE ATTENTION OF ALL SCHOOL
PRINCIPALS IN NKANGALA**

**MEMORANDUM: APPOINTMENT OF
PROFESSIONAL QUALIFIED TEMPORARY
SUBSTITUTE RSA EDUCATORS**

The SAOU held a meeting with the Director of the Nkangala District Office, Mr JJ Mabena, on 25 February 2015. Attention was given during the meeting to the problems concerning the appointment of permanent and temporary educators. The SAOU is aware of the problems with the district offices.

Attached is a memorandum explaining the procedure to be followed. Please also bring the procedure to the attention of your Circuit Managers.

The SAOU has provided the District Office with the details of those educators who did not receive their salaries. Some of the documents were returned because the correct procedure was not followed.

The District Office has requested the SAOU to inform the HR directly of those cases where salaries had not yet been paid. Principals are therefore requested to provide the SAOU with full details of the educators concerned.



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MEMORANDUM

**TO : THE CIRCUIT CO - ORDINATOR
CIRCUIT MANAGERS
SCHOOL PRINCIPALS**

**FROM : MR. JJ MABENA
DISTRICT DIRECTOR**

DATE : 03 FEBRUARY 2015

**SUBJECT : APPOINTMENT OF PROFESSIONALLY QUALIFIED TEMPORARY/
SUBSTITUTE RSA EDUCATORS.**

There has been confusion in different Circuit Offices since the withdrawal of powers from Circuit Managers to appoint Post Level 1 Educators, some Circuits refuse to sign documents and refer them to the District Office unsigned.

The following procedure should be followed:

- Edu's 1, 4, 7, 8 and 9 must be duly and fully signed by all in the prescribed line function.
- The following attachments should form part of the submission without fail:
 1. The motivation by the school principal, indicating the subjects and grades the educator will be offering.
 2. Performance of the educator in the previous year's including 2014 in the case where a contract is being extended.
 3. The Circuit Manager's recommendation.
 4. All certified copies of qualifications accompanied by academic transcripts.
 5. In case of educators who have not studied the subject at tertiary, the grade 12 Certificate should be submitted in the place of the academic transcript.
 6. RSA Green ID Book or Passport.
 7. Valid SACE Certificate
 8. Z56 form with Bank Statement (current)

APPOINTMENT OF PROFESSIONALLY QUALIFIED TEMPORARY/SUBSTITUTE RSA EDUCATORS.

Most submissions are turned back because of some of these outstanding documents. Circuit Managers are urged to check that all required documents are submitted before submission to the District Office, to avoid the delay in processing them.



MR. JJ MABENA
DISTRICT DIRECTOR

2015-07-20
DATE