

## APPOINTMENT PROCEDURES

As you are aware, the shortlisting and interviews for the posts advertised in the HOD and deputy principals' bulletin are in full swing. We would like to draw your attention to the following information with regards to the process:

- **Applicants:** Please ensure that the departmental official receiving your application signs a proof of receipt of your application.
- **Union Observers:** Observers for the processes of shortlisting and interviews are appointed through the CTU:ATU secretariat. The observer represents the member parties of the CTU:ATU, namely, SAOU, NAPOSOSA, NATU and PEU. The primary purpose of the observer is to ensure that no applicant is discriminated against and that the process is fairly conducted.
- **Procedures:** The correct procedures that must be followed during the various phases of the appointment process, can be downloaded [here](#)<sup>1</sup>.
- **Premature announcements:** Please guard against making any announcements with regards to the successful candidate until the Department has made a formal offer of employment to the candidate.
- **New appointments:** We encourage schools to provide us with the names of those that have been appointed into promotion posts. We would like to congratulate them.

## AANSTELLINGSPROSEDURES

Soos u reeds weet, is die opstel van kortlyste en die voer van onderhoude om die geadverteerde departements- en adjunkhoofposte te vul reeds goed op dreef. Ons wil graag u aandag op die volgende vestig ten opsigte van die proses:

- **Aansoekers:** Maak asseblief seker dat die departementele amptenaar wat u aansoek ontvang 'n ontvangserkenning teken.
- **Vakbondwaarnemers:** Waarnemers vir die kortlys- en onderhoudprosesse word deur die sekretariaat van die CTU:ATU aangestel. Die waarnemer van die CTU:ATU verteenwoordig die lede van die volgende vakbonde: SAOU, NAPOSOSA, NATU en PEU. Die primêre doel van die waarnemer is om te sorg dat daar nie teen kandidate gediskrimineer word nie en dat die proses regverdig is.
- **Prosedures:** Die korrekte prosedures wat gevolg moet word tydens die verskillende fases van die aanstellingsproses, kan afgelaai word deur [hier](#)<sup>1</sup> te klik.
- **Voortydige aankondigings:** Waak daarteen om enige aankondigings te doen voordat die Oos-Kaapse Onderwysdepartement (OKOD) 'n amptelike werksaanbod aan die suksesvolle kandidaat gemaak het.
- **Nuwe aanstellings:** Ons sal dit waardeer indien skole die SAOU in kennis sal stel van nuwe aanstellings in bevorderingsposte. Ons wil hulle graag gelukwens.

## DATES TO REMEMBER

- **Leaders' Conference**<sup>2</sup> at Mpekweni Resort: 15 and 16 May 2015
- **Pre-primary Interest Group**<sup>3</sup> at Mount Pleasant Primary School (Port Elizabeth): 30 May 2015
- **Barriers to Learning Interest Group** at Beaconhurst School (East London): 30 May 2015
- **Barriers to Learning Interest Group** at Walmer-West Primary School (PE): 6 June 2015

## BELANGRIKE DATUMS

- **Leiersberaad**<sup>2</sup> te Mpekwenistrandoord: 15 en 16 Mei 2015
- **Pre-primêre Belangegroep**<sup>3</sup> te Laerskool Mount Pleasant (Port Elizabeth): 30 May 2015
- **Leerhindernisse-belangegroep** te Hoërskool Beaconhurst (Oos-Londen): 30 Mei 2015
- **Leerhindernisse-belangegroep** te Laerskool Walmer-Wes (Port Elizabeth): 6 Junie 2015

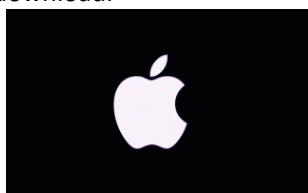
<sup>1</sup> <http://www.eccurriculum.co.za/Bulletins.htm>

<sup>2</sup> <http://www.saou.co.za/wp-content/uploads/2014/03/E-Nuus-News-12.pdf>

<sup>3</sup> <http://www.saou.co.za/wp-content/uploads/2014/03/E-Nuus-News-14.pdf>

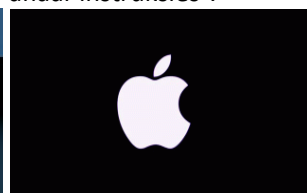
## SAOU APP

Please remember to download the SAOU App to receive the latest news. The app is available for all operating system platforms. Just click the relevant icon below for instructions<sup>4</sup> to download.



## SAOU-TOEP

Onthou om, indien u dit nog nie gedoen het nie, die SAOU-toep af te laai. Dis beskikbaar vir die meeste selfone, tablette en rekenaars. Klik net die toepaslike handelsmerk hieronder vir aflaai-instruksies<sup>4</sup>.



## CONTACT DETAILS OF SCHOOL REPRESENTATIVES

There is very important information concerning all members that will be communicated in the coming weeks. We would like to ensure that we have the correct contact information of all School Representatives on our database. Please [click here](#)<sup>5</sup> to update your details.

## KONTAKBESONDERHEDE VAN SKOOLVERTEENWOORDIGERS

Daar is belangrike inligting wat in die nabye toekoms aan skole gestuur sal word. Ons wil dus graag seker maak dat ons kontakbesonderhede van ons skoolverteenwoordigers korrek is. [Klik asseblief hier](#)<sup>5</sup> en stuur u kontakbesonderhede aan ons.

## MEMBERSHIP AND THE CHANGE OF MEMBERSHIP STATUS

- If you have converted from a SGB post to a Departmental post and have not yet completed the Departmental membership form, [click here](#)<sup>6</sup> to download the membership form.
- The same link is applicable for new applications for membership too.

## LIDMAATSKAP EN DIE VERANDERING VAN LIDMAATSKAPSTATUS

- Indien u aanstelling verander het van beheerliggaam na departementeel en u het nog nie die departementele lidmaatskapaansoekvorm voltooi nie, [klik hier](#)<sup>6</sup> om die vorm af te laai.
- Dieselfde skakel is van toepassing vir nuwe lidmaatskapaansoeke.

## EMAIL AND SMS COMMUNICATION

**All SAOU members:** If you not receiving emails and/or SMSs from the SAOU from time to time, please submit these contact details so that we can update our distribution list. Just [click here](#)<sup>7</sup> to do that.

## E-POS- EN SMS-KOMMUNIKASIE

**Alle SAOU-lede:** Indien u nie gereeld e-posse en SMS'e van die SAOU ontvang nie, stuur asseblief weer vir ons u kontakbesonderhede sodat ons ons verspreidingslys kan opdateer. [Klik hier](#)<sup>7</sup> om dit te doen.

*The SAOU - Setting the pace*

*Die SAOU - Gee die pas aan*

<sup>4</sup> <http://www.saou.co.za/saou-application-app/>

<sup>5</sup> <https://docs.google.com/forms/d/1j1ET4QQar2JdAlwT7Thjq6CDPobr4xijhNHe9VfkVq8/viewform>

<sup>6</sup> [http://www.saou.co.za/images/stories/library/Oos\\_Kaap\\_2015/E\\_Nuus\\_News\\_9.pdf](http://www.saou.co.za/images/stories/library/Oos_Kaap_2015/E_Nuus_News_9.pdf)

<sup>7</sup> [https://docs.google.com/forms/d/1ntPVDJ\\_h-Qwih2rc3gHp2eWsc2Okv5sohiKtb08f4g0/viewform](https://docs.google.com/forms/d/1ntPVDJ_h-Qwih2rc3gHp2eWsc2Okv5sohiKtb08f4g0/viewform)