



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

ANNEXURE A: CS MANAGEMENT PLAN SEPTEMBER 2018 TO APRIL 2019

No	FINAL DATE	ACTION	RESPONSIBILITY
IMPLEMENTATION OF 2019 POST PROVISIONING			
1	08 – 31 August 2018	Post Provisioning/Grading of schools consultation with stakeholders (draft circular) (Organised Labour)	R & S
	13 September 2018	Ratification of 2018 post establishment and grading of institution	PELRC: SPECIAL CHAMBER
		Ratification of circulars on filling of posts in institutions	PELRC: CHAMBER
2	21 September 2018	Approval of circular and 2019 post provisioning, 2019 Grading	HOD MEC
3	25 September 2018	Meeting with Districts THRS: HRP officials, to issue Post Establishment Circular (venue to be confirmed)	R & S OD
4	27 September 2018	District meeting with School Principals and Distribution of Circular on Post Establishment to schools	CLUSTER LEADER/ IDSO THRS: HRP
5	15 – 19 October 2018	Identification of Educators Additional to 2019 Post establishment	CLUSTER LEADER/ IDSO PRINCIPALS THRS: HRP
6	15 - 17 October 2018	Principals submit a GDE 79 for vacant substantive posts (PL 1 - 4) to the District Director, via THRS: HRP. Posts not submitted <i>will be frozen, as per paragraph 5.2 of this circular. GDE 79 to include all retirements, resignations by 31 December 2018 and Foreign Nationals Appointments in vacant substantive posts.</i>	PRINCIPAL CLUSTER LEADER/ IDSO THRS: HRP
7	18 - 19 October 2018	Capturing of GDE 79 for the vacant substantive posts (PL 1 - 4) and database of additional educators	THRS: HRP
8	22 - 23 October 2018	Matching and placement of additional educators into vacant posts – (First round)	THRS: HRP CLUSTER LEADER/ IDSO (organised labour invited to observe the process)
9	24 October 2018	District Office submit resultant GDE 79 (electronic spreadsheet of vacancies) and an electronic list of profiled Unplaced Additional Educators to R&S for the CLOSED VACANCY LIST	THRS: HRP
10	25 - 26 October 2018	Compilation of CLOSED VACANCY LIST and Choice Forms, for Unplaced Additional Educators	R & S
11	29 - 30 October 2018	Printing of CLOSED VACANCY LIST and Choice Forms (Districts collect closed vacancy list and Choice Forms on the 31 October 2018)	R & S
12	26 – 31 October 2018	Waiting period of Grievances on Rationalisation Process	DDM

13	01 - 02 November 2018	Convening of the Grievance Committee on Rationalisation Process (Number 08 above). Outcome to be communicated by 02 November 2018	DDM
14	05 November 2018	THRS: HRP distribute Choice Forms, Closed Vacancy List, List of Unplaced Educators additional to Post Establishment (preferably to use one venue, to guide educators in their application)	DISTRICT TASK TEAM (organised labour invited to observe the process)
15	09 November 2018	Closing date for CHOICE FORMS and submission to THRS: HRP. <u>Educators who do not apply will jeopardise their prospects of further employment.</u>	EDUCATORS ADDITIONAL TO 2018 POST ESTABLISHMENT PRINCIPALS CLUSTER LEADER/ IDSO
16	12 November 2018	Submission of CHOICE FORMS of Unplaced Additional Educators to Staff Movement	THRS: HRP
17	13 - 14 November 2018	Matching and placement of additional educators into vacant posts – second round	PROVINCIAL TASK TEAM. THRS: HRP and R&S
18	13 November 2018	Schools make requests to the District Director for emergency growth posts, based on the 2018 Learner admission statistics and Principals submit GDE 79 separately, for emergency growth posts to the District Director via THRS: HRP – Profiled posts to be submitted, in terms of Curriculum Requirements	CLUSTER LEADER/ IDSO PRINCIPALS
19	14 - 15 November 2018	District approves or declines schools' request for additional posts based on Learner admission statistics and growth post policy (including re-assignment) in writing	DISTRICT DIRECTOR DD:THRS
20	14 - 19 November 2018	Preparation of SGB Letters for additional educators	R & S
21	19 - 20 November 2018	Districts collect SGB Letters from the HO	THRS: HRP
24	21 - 27 November 2018	SGBs consider placement of additional educators and respond to the District Office	SGB PRINCIPAL CLUSTER LEADER/ IDSO
25	28 November 2018	Placement letters issued to successfully placed additional educators	PRINCIPAL/ SGB
26	28 November 2018	Written notice given to all educators Additional to the 2019 post establishment, with effect from 01 January 2019 who were not successfully placed	CLUSTER LEADER/ IDSO PRINCIPALS THRS: HRP
27	29 November – 30 December 2018	Additional Posts are created on PERSAL and additional educators are moved with effect from 01 January 2019	THRS
28	26 - 30 November 2018	Principals informed of school grading	Principal THRS: HRP OD

29	29 November 2018	Submission of a GDE 1 for 01 January 2019 to 31 March 2019 (extensions and new appointments, where no placements have occurred)	PRINCIPAL SGB
30	29 November 2018	District Submit profiles of all unplaced additional educators to Staff Movement	THRS: HRP
31	29 - 12 December 2018	Processing of a GDE 1 - extensions and new appointments, where no placements have occurred	DO: THRS
32	01 January 2019	Assumption of duty of placed additional educators, (Educators report to the new school on 16 January 2019)	AFFECTED EDUCATORS

ANNEXURE B:

Form EXOP 1

ENQUIRIES: DO: THRS: HR PROVISIONING

Persal No: _____
School: _____
Date: _____
District: _____

REF No: _____
(Ref No. format: district, year and Unique no e.g. TW19AD001)

Dear Sir/Madam

IDENTIFICATION OF PERMANENTLY APPOINTED EDUCATORS AS BEING ADDITIONAL TO THE 2019 POST ESTABLISHMENT DUE TO OPERATIONAL REQUIREMENTS

1. Please be informed that in terms of the attached Circular, you have been identified as being additional to the 2019 post establishment at your present institution due to Operational Requirements/LIFO (Please refer to Section 7 of the 2018 Post Establishment Circular).
2. The Gauteng Department of Education will endeavour to secure your continuous employment and your co-operation in achieving this goal which is very important. Offers of placement in a permanent or temporary capacity will be made to you for consideration. (If temporary, it will be for 12 months). You are thus urged not to refuse reasonable offers of placement.
3. You are also required/advised to apply for any vacancies, as advertised in the vacancy lists (open or closed) and the matter of relocation costs will be dealt with, in line with **GDE Relocation Policy**.
4. The Normal grievance procedures, as stipulated in the above-mentioned circular will be applicable. Grievances should be lodged within Five (5) days of receipt of this letter. Only grievances pertaining to the procedures that were followed will be entertained.
5. The Department is aware of the fact that you have contributed meaningfully to education and are still able to do so. Your placement into a suitable position takes high priority and your co-operation in this regard will be appreciated.

Yours faithfully

DISTRICT DIRECTOR

DATE: _____

<p>(Acknowledgement of receipt)</p> <p>Print Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
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ANNEXURE C: PROFILE FORM – EDUCATOR ADDITIONAL TO THE 2019 POST ESTABLISHMENT

Sequence Number (Office Use)	<input type="text"/>	Post Establishment year	<input type="text" value="2019"/>
Date of Compilation	<input type="text"/>	EXOP1 No	<input type="text"/>
District	<input type="text"/>	EMIS Number:	<input type="text"/>
		Pay point No:	<input type="text"/>
Name of School	<input type="text"/>		
Surname	<input type="text"/>	Initials	<input type="text"/>
ID No.	<input type="text"/>	PERSAL Number	<input type="text"/>
		No of Yrs. In excess	<input type="text"/>
Gender	<input type="text"/>	Race	<input type="text"/>
		Disabled	<input type="text"/>
		Age	<input type="text"/>
Residential Physical Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Code	<input type="text"/>
Contact details (office)	<input type="text"/>		
Contact details (after hours/cellphone)	<input type="text"/>		
Nature of Appointment	<input type="text"/>		
Highest Qualification	<input type="text"/>		
REQV	<input type="text"/>		
Subject Specialization/ Phase	<input type="text"/>		
Learning Area/Subject Teaching (1)	<input type="text"/>		
Learning Area/Subject Teaching (2)	<input type="text"/>		
Learning Area/Subject Teaching (3)	<input type="text"/>		
Grade Teaching in 2018	<input type="text"/>		
Rank	<input type="text"/>		

I declare that the information provided above is true and correct. Placement should be according to the information provided above.

Educator: Signature

Name

Date

Principal: Signature

ANNEXURE D: GDE 79: NOTICE OF VACANCIES

This form gathers information on the requirements of vacant educator posts identified in Schools. It must be completed by the School Principal or Cluster Leader/IDSO (in case of a principal post), and countersigned by the District Director.

A: GENERAL INFORMATION							
Institution Pay point number:			9				
Institution EMIS ¹ number:							
School Name							

B: SCHOOL DETAILS - The following information is required for cross-checking against provincial database							
Institution level (✓)	Primary		Combined		Secondary		
School type (✓):	Ordinary			LSEN			
Quintile		School Fee Status		Non Paying		Paying	
Existing Grading (e.g. P1, P2):				Learner No. (2017 head count):			
Main LOLT at school:							
Postal address:				Physical address:			
Postal code:							
Telephone number (include area code):				-			
Fax number (include area code):				-			

C: REQUIREMENTS FOR VACANT POSTS							
Post Type e.g.: HOD	Post level e.g.: PL1	Phase Description e.g. Foundation phase	Learning area	Grade 1 - 3	Grade 4 - 7	Grade 8 - 9	Grade 10 - 12
Principal & Deputy Principal additional requirement is "Leadership, Administration and Management skills related to the specific school type" (No extra mural activities to be added as additional requirements)							
Additional Requirements (200 Characters):							
Additional Requirements (200 Characters):							
Additional Requirements (200 Characters):							

C. DECLARATION ²			
We, the undersigned, hereby declare that the number of posts for which requirements have been provided above, corresponds with the official number of vacant posts specified by the post establishment for the school.			
	Print name	Date	Signature
Principal			
Cluster Leader / IDSO			

¹ Gauteng Reference Number (EMIS NUMBER), as indicated on the Annual Survey and 10th Day Head Count Survey must be inserted

² Declaration must be signed by all the delegated authority to be deemed legal and complete


ANNEXURE E:
HR TERMINATIONS
TERMINATION OF SERVICE
A: PERSONAL INFORMATION

Surname: _____		Initials: _____	
Department: _____		Education	
Tax Number: _____			
Persal Number: _____		Identity Number: _____	
Postal Address: _____		Residential Address: _____	
Code: _____		Code: _____	
Telephone Number: (_____) _____			
Cell Number: _____			

REASON FOR TERMINATION (Mark the appropriate box with an "X")

Resignation <input type="checkbox"/>	Expiry of Contract <input type="checkbox"/>	Retirement <input type="checkbox"/>
Medical Retirement (Poor Health) <input type="checkbox"/>	Re-organisation <input type="checkbox"/>	Misconduct <input type="checkbox"/>
Death <input type="checkbox"/>	Other (Specify) _____ <input type="checkbox"/>	

SERVICE TERMINATION DATE	Year	Month	Day
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

Signed by Applicant/ On Behalf of Applicant
Approved by Supervisor/ Head of Division

Signature

Date:

Signature

Date:

Captured By: _____

Date Captured: _____

Approved by: _____

Date
Approved: _____



ANNEXURE F: (GDE1) APPLICATION FOR CONTRACT (TEMPORARY) APPOINTMENT

- Please PRINT
- Mark * blocks with an X where applicable

It is compulsory that all applicable sections of the form be completed as honestly as possible.

Assumption of duty can only be confirmed by the delegated authority (THRS: HRP will issue a provisional approval on receipt and confirmation of the suitability and correctness of the application)

A. INSTITUTION/OFFICE

1. Name of Institution:									
2. EMIS No.									
3. Component number:							4. Dialling code/telephone number:		

B. VACANCY


1. Post Type: Post Level 1 (educator post)									
2. Post Requirements ((subjects and grades to be taught)):									
3. Period of Vacancy (Compulsory): from 20 ___/___/___ to 20 ___/___/___									
4.*Forms attached. (Original or copy)	Termination of service			Leave					OTHER
If OTHER, specify (secondment etc.)									
5.* Reason for vacancy/appointment– (Mark the relevant block and complete the corresponding sub-paragraph below.)	No person recommended for/appointed in post	Recommended incumbent did not accept post.	Post is vacant on new post establishment			Vacant Promotional Post	Growth Post	Vacant post due to termination of service	
If OTHER, specify									

6. PARTICULARS OF CURRENT INCUMBENT (leaving/ left the post)

6.1. PERSAL No.
6.2 Surname and initials:
6.3. Rank designation

C. PERSONAL PARTICULARS OF RECOMMENDED INCUMBENT: Attach certified copies of qualifications

1. PERSAL No.									
2. COMPONENT No. of institution were incumbent is to receive salary (If different from A2 (Re-assigned post))									
3. Surname and initials:									
4. ID Number:									
5. Gender	Male	Female			6. Nationality _____ Date: 20 ___/___/___				
7. Work permit number: _____					8. Citizenship: _____ Date: (if foreign national): _____				
9. Postal address							Postal code		
10. Dialling code & telephone number				Home:			Work:		
11 Marital status	Unmarried		Married		Divorced		Widow	Widower	Applicable Date: ___/___/___
12. Maiden name If applicable		Home Language:			Correspondence Language:				
13. Last day of previous appointment: ___/___/___ Previous: Department and province: _____ Previous Rank : _____									
14. Period of appointment: 20 ___/___/___ to 20 ___/___/___									
15.*Valid Work Permit	*16 Foreign Qualifications			*17 DBE Evaluation of Qualifications Certificate/letter			*18 Reinstatement letter from HOD		*19 Certified Copy of SACE

20. * Criminal record?	YES	NO	21. * Convicted of any sexual offence	YES	NO				
22. Have you been dismissed due to misconduct? (x) (If yes, attach clearance letter)				YES	NO				
23. Language Endorsement (e.g. AE)		24. * Busy with further studies?		YES	NO				
25. If YES, give particulars:	25. * Currently on bursary Contract?	YES	NO	26. Bursary Type:					
27. Years teaching experience (if applicable)	Foundation phase:	Intersen: (specify)		FET: (specify)					
Teaching Subjects									
28. Qualification(s)- Matric/ Professional or academic	School/University/College obtained from	Year completed	Province obtained from	Subjects/Majors					
If OTHER, specify									
29. Member of professional body (Mark with an X)	SACE	HPCSA	Registration number:						
D – PARTICULARS OF RECOMMENDED INCUMBENT'S SPOUSE									
1. Title	2. Maiden name If applicable	3. First names:							
4. ID number									
E – DEPENDANTS OF RECOMMENDED INCUMBENT (If registered as breadwinner)									
Surname	First name	Relationship	Date of Birth	Gender	Medical dependent	Tax dependent			
				M	F	Y	N	Y	N
				M	F	Y	N	Y	N
				M	F	Y	N	Y	N
F – CERTIFICATION OF CORRECTNESS OF INFORMATION BY APPLICANT									
I declare that the above information provided (including any attachments) is true and correct to the best of my knowledge. I understand that any false or incorrect information could lead to my application being disqualified or to me being discharged on account of misconduct if appointed.									
Name in PRINT:									
<p style="text-align: center;">  20 / / / / </p> <p style="text-align: center;"> SIGNATURE DATE </p>									
G – REMARKS OF HEAD OF INSTITUTION/GOVERNING STRUCTURE									
1. Recommendation date: from.....to.....			2. Remarks						
3. Signature of Head of Institution:			4. Signature of SGB Chairperson (For Cognisance):						
Date: _____			Date: _____						
H - REMARKS OF OFFICE									
6. Remarks of HR Provisioning:		Recommended	Not Recommended						
Signature of DCES / ASD: HRP:		Date:	Tel:						
7. Remarks of DD/ASD: THRS		Recommended	Not Recommended						
Signature of DD/ASD:		Date:	Tel:						
I – REMARKS OF DIRECTOR – DISTRICT									
1. * Approved		Not Approved							
<input type="checkbox"/>		<input type="checkbox"/>							
SIGNATURE: _____			DATE: _____						



ANNEXURE G: GDE 0001 - APPLICATION FOR CONVERSION OF CONTRACT (TEMPORARY) EDUCATORS TO PERMANENT

INSTITUTION INFORMATION															
Name of School:															
Component Number:						9						District :			
Telephone Number:										Dialling Code:					
PERMANENT APPOINTMENT IN A VACANT SUBSTANTIVE POST															
Surname and Initials:															
PERSAL Number															
Post Requirements	Subject Taught				Grade	Subject Taught				Grade					
	1					2									
	3					4									
Date of appointment:															
ID Number															
Male		Female		Tel: ()				Cell:							
Nationality:															
Postal Address::										Postal Code					
QUALIFICATIONS															
Professional & Academic:															
SACE Registration no:															
Signature of incumbent:						Date:									
The above incumbent meets the requirements. I therefore confirm the request for conversion to permanency															
CONFIRMED BY SCHOOL PRINCIPAL				CONFIRMED BY SGB CHAIRPERSON:				CLUSTER LEADER (for cognizance)							
Name in Print:				Name in Print:				Name in Print:							
Signature:				Signature:				Signature:							
Date:				Date:				Date:							
OFFICE USE ONLY															
HRP (Ass-Dir/DCES)															
Recommend						Not Recommend									

Reasons for non- recommendation:		
Placement of additional educator		
Does not meet the requirements as per Collective Agreement 1 of 2014 & Circular 10 of 2014		
Other (Specify)		
Component:	Post no:	
Name in Print:	Signature:	Date:
ASD: COS		
Reasons for non-support (if applicable):		
Name in Print:	Signature:	Date:
DD: THRS (Quality Assure and recommend to the District Director)		
Reasons for non-recommendation (if applicable):		
Name in Print:	Signature:	Date:
DIRECTOR:		
Approved	Not Approved	Reasons for Non- Approval:
Name in print:	Signature:	Date:

Enquiries in relation to Conversion of Educators must be directed to HRP district office.



ANNEXURE J: 2019 POST ESTABLISHMENT APPEAL FORM

School Details

District Name	Name of School	Emis Number

2018 Post Establishment	2019 Post Establishment	Difference

Learning Areas Affected by Rationalisation

1. _____
2. _____
3. _____
4. _____
5. _____

Motivation by the Principal for Non – Rationalisation

Name of Principal: _____

Contact Number: _____

Signature : _____

Date: _____

NB: All appeals to be forwarded to: Mr Moila Obed (Obed.Moila@gauteng.gov.za)

Mr Thabang Poopa (Thabang.Poopa@gauteng.gov.za)



ANNEXURE K: DEFINITIONS & ACRONYMS

TERMS	EXPLANATION
Additional to post establishment	Educators who are declared over and above the approved post establishment (excess)
Attrition	Reduction of staff due to retirement/resignation etc.
Closed vacancy list	List of vacancies for specific applicants (e.g. educators additional to the post establishment and Bursary Graduates (Funza Lushaka, GDE and GCRA))
Concomitant	In relation with the existing requirements
Concomitant post	Post that are equal, in terms of curriculum/operational requirements
Emergency posts	Growth posts created as a result of the increase in learner numbers, at the beginning of the year
Growth post	Post additional to normal allocated pool and which are used to address learner growth after 10th day headcount. These temporary post are applied for by the school, based on increased learner numbers and is allocated for the current academic year
New Entrants	Funza Lushaka Bursary Graduates Provincial / GCRA Bursary Graduates Privately/ Self-funded and NSFAS funded graduates
Open vacancy list	List of vacancies, open for public access
Permanent post	Post filled permanently
Post establishment	Official document indication number of posts allocated to a school
School grading (Up or down grading)	Is a process done, in accordance with the number of educator posts allocated to a school in terms of National Post Provisioning Norms (excluding growth, aid posts) Up-grading : A school is upgraded to a higher grading level if, for two consecutive years, the educator post allocation to the school reaches or exceeds the number of posts required for the upgrading of the school Down-grading: A school is downgraded if for two consecutive years, the educator post allocation to the school drops to or below the number of posts that will affect such downgrading.
Substantive post	Approved budgeted post allocated to a school, in line with post provisioning norms
Temporary post	Post not permanently filled. This post may be occupied by an educator on a contract basis for a fixed period, until the post is filled permanently
Vacant post	Post not filled

ACRONYMS	DEFINITIONS
DD	Deputy Director
DDM	Discipline and Dispute Management
DO	District Office
EAC	Expiry of the Appointment Contract
EXOP	Identification of additional Educators form.
HO	Head Office
HOD	Head of Department
HPCSA	Health Profession Council of South Africa
HR	Human Resource
HRP	Human Resource Provisioning
MEC	Member of the Executive Council
OD	Organisational Development
PE	Post Establishment
PELRC	Provincial Education Labour Relations Council
R&S	Recruitment and Selection
SACE	South African Council of Educators
SGB	School Governing Body
THRS	Transversal Human Resource Services
VSP	Voluntary Severance Package