



DISTRICT DIRECTOR: \_\_\_\_\_

**FILLING OF A POST THROUGH THE PLACEMENT OF AN EDUCATOR, OR THROUGH THE GRANTING OF APPROVAL FOR THE APPOINTMENT OF A TEMPORARY EDUCATOR OR THE RELEASING AND FILLING OF AN AD HOC POST**

\_\_\_\_\_ **SCHOOL.** \_\_\_\_\_ **DISTRICT.**

**1. AIM** ESTABLISHMENT POST DETAILS: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

To obtain approval for the following:

- 1.1  The **Permanent** Placement of an **excess** educator, with details as indicated in Paragraph 3,
- 1.2  The **Permanent** Placement of a **bursar**, with details as indicated in Paragraph 4,
- 1.3  The Transfer of a **Permanent** educator as indicated in Paragraph 5.1 or 5.2 (within FSDoE or Inter-Provincial),
- 1.4  To appoint a **Temporary** educator, as indicated in Paragraph 6.1 or 6.2 or 6.3 or 6.4,
- 1.5  To appoint a **Permanent** educator (Scarce Subjects or IIAL post), as indicated in Par. 6.5 or 6.6,
- 1.6  Releasing of an ad hoc post/s, as indicated in Paragraph 7.

**2. BACKGROUND AND DISCUSSION (to be completed by the Principal)**

**2.1** \_\_\_\_\_ **School,** \_\_\_\_\_ **District,**

**Medium of Instruction:** \_\_\_\_\_, **Town:** \_\_\_\_\_

**2.2** Details of VACANT post:

- Post Level: \_\_\_\_\_
- Post became / will become vacant on (Date): \_\_\_\_\_
- Reasons for vacancy:  
 Resignation,  Retirement,  Promotion,  Dismissal,  Death,  Transfer

OF: **Name:** \_\_\_\_\_

OR

- Gained post, or  a Temporary post against a Promotion post or  an Ad-Hoc post or
- Other (specify) and give date(s): \_\_\_\_\_

**2.3 Post Profile:**

Subjects: \_\_\_\_\_ and Grades: \_\_\_\_\_

Subjects: \_\_\_\_\_ and Grades: \_\_\_\_\_

Subjects: \_\_\_\_\_ and Grades: \_\_\_\_\_

**2.4** Should approval be granted to appoint a temporary educator against a substantive vacant post, the post will possibly be advertised in a vacancy list, with details as indicated above. Should the subjects change to be advertised, the same procedure of filling a post as contained in the guidelines will be followed first, before the advertising of the post.

**PRINCIPAL (signature)**

DATE:

**Bursar: (Funza / Departmental)**

**Unemployed Database Reference Number:** \_\_\_\_\_



HR DISTRICT OFFICIAL(NAME) \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_



\_\_\_\_\_ SCHOOL. \_\_\_\_\_ DISTRICT.

3. THE PLACEMENT OF AN EXCESS EDUCATOR: Referral GUID Code.....

- Name of Educator: \_\_\_\_\_
- Persal Number: \_\_\_\_\_
- Post Level / Rank: \_\_\_\_\_
- Current School: \_\_\_\_\_
- Current District: \_\_\_\_\_
- New School: \_\_\_\_\_
- Date of Transfer: \_\_\_\_\_

Placement Accepted / Not Accepted:

Placement of Educator Recommended / Not Recommended

\_\_\_\_\_  
SIGNED BY EDUCATOR  
DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNED BY CHAIRPERSON OF SGB  
DATE: \_\_\_\_\_

OR:

4. THE PERMANENT PLACEMENT OF A BURSAR (EEA, Paragraph 6A):  
Referral GUID Code.....

- Name of Bursar: \_\_\_\_\_
- Qualification/s: \_\_\_\_\_
- Major Subjects : \_\_\_\_\_
- Date of Appointment: \_\_\_\_\_
- **Proof of Bursar attached:** Funza Lushaka Bursar: Year: \_\_\_\_\_ FSDoE Bursar: Year: \_\_\_\_\_

Appointment Accepted / Not Accepted:  
(If not - attach motivation for non-Acceptance)

Appointment of Bursar Recommended / Not Recommended:  
(If not – attach motivation for non-recommendation)

\_\_\_\_\_  
SIGNED BY BURSAR  
DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNED BY CHAIRPERSON OF SGB  
DATE: \_\_\_\_\_

OR:

5. THE TRANSFER OF A PERMANENT EDUCATOR: Referral GUID Code.....

5.1 Transfer of a permanent FSDoE Educator:

- Name of Educator: \_\_\_\_\_
- Persal Number: \_\_\_\_\_
- Post Level / Rank: \_\_\_\_\_
- Current School: \_\_\_\_\_
- Current District: \_\_\_\_\_
- New School: \_\_\_\_\_
- Date of Transfer: \_\_\_\_\_

5.2 Interprovincial Transfer of a permanent Educator

- Name of Educator: \_\_\_\_\_
- Persal Number: \_\_\_\_\_
- Post Level / Rank: \_\_\_\_\_
- Current School: \_\_\_\_\_
- Current Province: \_\_\_\_\_
- New School: \_\_\_\_\_
- Date of Transfer: \_\_\_\_\_

Transfer Accepted / Not Accepted:  
(If not - attach motivation for non-Acceptance)

Transfer of Educator Recommended / Not Recommended  
(If not – attach motivation for non-recommendation)

\_\_\_\_\_  
SIGNED BY EDUCATOR  
DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNED BY CHAIRPERSON OF SGB  
DATE: \_\_\_\_\_



\_\_\_\_\_ SCHOOL. \_\_\_\_\_ DISTRICT.

OR:

6. THE GRANTING OF APPROVAL TO APPOINT AN EDUCATOR (TEMPORARY OR PERMANENT)  
Referral GUID Code.....

NO Excess educator or Bursar could be found, for the subjects and grades as indicated in Paragraph 2.3, thus approval is requested for the school to appoint:

- 6.1  A temporary educator in the vacant substantive post, as mentioned in Paragraph 2.
- 6.2  A temporary educator against the vacant promotion post, as mentioned in Paragraph 2.
- 6.3  A temporary educator in an Ad hoc post, as mentioned in Paragraph 2 and 8.
- 6.4  A temporary educator in a "Project" post; \_\_\_\_\_ Project.
- 6.5  A Permanent educator in an: Incremental Implementation of an African Language (IIAL) post.
- 6.6  A Permanent educator (EEA, 6A – Scarce Subjects), as mentioned in Paragraph 2.3.

Subjects: Mathematics  Sciences (Physical / Natural)  Accounting / EMS

- Name of above Educator: \_\_\_\_\_
- Persal no / ID (if no Persal no. yet): \_\_\_\_\_
- Qualification/s: \_\_\_\_\_
- Major Subjects: \_\_\_\_\_
- Educator has been Dismissed Before Yes  No:
- Date of Appointment: \_\_\_\_\_

Appointment Accepted / Not Accepted:  
(If not - attach motivation for non-Acceptance)

Appointment of Educator Recommended / Not Recommended  
(If not – attach motivation for non-recommendation)

\_\_\_\_\_  
SIGNED BY EDUCATOR  
DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNED BY CHAIRPERSON OF SGB  
DATE: \_\_\_\_\_

I, the Principal of \_\_\_\_\_ School, hereby declare that:

1. The Appointment Date is NOT Back-dated & is strictly from the data source as Circular 2 of 2019 dictate.
2. The Educator has personally signed, as well as indicated the date on which he / she signed,
3. The SGB Chairperson signed, as well as indicated the date on which he / she signed and
4. Indicated the Date of Appointment.

\_\_\_\_\_  
PRINCIPAL (signature)  
DATE:

\_\_\_\_\_ **SCHOOL.** \_\_\_\_\_ **DISTRICT.**

**7. THE RELEASING OF AD HOC POST/S** (to be completed by HR: District)

**The following number of Ad Hoc post/s has/have been granted and due to the following reason/s:**

- 1. Learner Increase:  Number of Posts: \_\_\_\_\_
- 2. Curriculum Challenges:  Number of Posts: \_\_\_\_\_
- 3. District Director:  Number of Posts: \_\_\_\_\_

**8. RECOMMENDATION (to be completed by HR: District)**

That approval be granted for:

- 8.1  The **Permanent** Placement of an **excess** educator, with details as indicated in Paragraph 3,
- 8.2  The **Permanent** Placement of a **bursar**, with details as indicated in Paragraph 4,
- 8.3  The Transfer of a **Permanent** educator as indicated in Paragraph 5.1 or 5.2 (within FSDoE or Inter-Provincial),
- 8.4  To appoint a **Temporary** educator, as indicated in Paragraph 6.1 or 6.2 or 6.3 or 6.4,
- 8.5  To appoint a **Permanent** educator (Scarce Subjects or IIAL post), as indicated in Par. 6.5 or 6.6,
- 8.6  Releasing of an ad hoc post/s, as indicated in Paragraph 7. **Comments:** e.g. Interviews were not held due to unavailability of other teachers from Data Sources.

\_\_\_\_\_  
**COMPILER: HR: DISTRICT OFFICIAL**  
**DATE:** \_\_\_\_\_

PARAGRAPH 8 SUPPORTED / NOT SUPPORTED

\_\_\_\_\_  
**DISTRICT: ACT ASD / ASD / SUPERVISOR**  
**DATE:** \_\_\_\_\_

PARAGRAPH 8 RECOMMENDED / NOT RECOMMENDED

\_\_\_\_\_  
**DISTRICT DEPUTY DIRECTOR**  
**DATE:** \_\_\_\_\_

PARAGRAPH 8 APPROVED / NOT APPROVED

\_\_\_\_\_  
**DISTRICT DIRECTOR**  
**DATE:** \_\_\_\_\_

**PARAGRAPH 5.3 APPROVED / NOT APPROVED** (In case of an Interprovincial Transfer the District Director will recommend and the Director: HRA will approve – according to Delegations)

**DIRECTOR: HRA**  
**DATE:** \_\_\_\_\_

Comments: e.g  
Interviews not held

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