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Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads of all educational institutions and Chairpersons of governing bodies

Short summary: *This circular introduces the automation of all institution-based public service recruitment and selection processes and the decentralisation of the process in respect of entry level posts.*

Subject: Recruitment and selection of institution-based public service employees

1. The Head of Education has approved the automation of all institution-based public service recruitment and selection processes and the decentralisation of the process in respect of entry level posts.
2. **Entry level posts**
 - 2.1 Schools may continue to advertise the following posts via the existing advertising platforms used for contract appointments:
 - a) Administration Clerk
 - b) General Assistant
 - c) Household Aid
 - d) Farm Aid
 - e) Nurse
 - 2.2 Adverts must be aligned to the job descriptions for the different post categories.
 - 2.3 The nomination documents and supporting evidence of the process followed must be submitted to the Directorate: Recruitment and Selection for consideration and approval.
 - 2.4 The Directorate: Recruitment and Selection will assess the documentation for procedural and substantive correctness and approve the nomination as a permanent appointment.

3. **Promotion posts**

- 3.1 Schools must advertise the following posts via the online eRecruitment System:
- a) General Foreman
 - b) Household Supervisor
 - c) Senior Household Supervisor
- 3.2 Adverts must be aligned to the job descriptions for the different post categories.
- 3.3 Applicants must be encouraged to apply for advertised posts via the online system.
- 3.4 In areas where connectivity challenges exist, applicants will be allowed to submit manual applications.
- 3.5 After the closing date, applications can be accessed via the eRecruitment System for the commencement of the recruitment, selection and appointment processes.
4. Schools have the option of advertising all posts (promotion and entry level posts) via the online eRecruitment System.
5. A *“Practical Guide to the Recruitment, Selection and Appointment of Institution-based Public Service Employees”* is attached to assist interview committees.
6. Kindly ensure that the contents of this circular is communicated to all stakeholders.

SIGNED: HA LEWIS

ACTING HEAD: EDUCATION

DATE: 2022-04-12