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To: Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers, Principals of public schools and Members of Governing Bodies

Short summary: *Clarifying notes on Circular 0034/2023 pertaining to vacant posts.*

Subject: Clarifying notes on Circular 0034/2023

1. The Western Cape Education Department (WCED) wishes to clarify a number of issues raised during the engagements between the Head of Education (HoD), members of governing body associations and unions regarding paragraph 3.4 of Circular 0034/2023, dated 21 November 2023.
2. **Provision of substitute posts**
 - 2.1 Provision will be made for substitute posts in the event of the following categories:
 - (a) maternity leave applications; and
 - (b) employees on long term incapacity leave exceeding 30 days and more (in addition to paragraph 3.5 (a) as communicated in Circular 0034/2023).
 - 2.2 Substitute posts approved for employees on long term incapacity leave prior to 01 April 2024 will be honoured until the employee returns back to work. No substitute posts will be allocated to schools with effect from 01 April 2024 other than the two categories listed in 2.1.

3. **Any Post Level (PL) 1 posts not filled via the conversion process by 31 March 2024 can only be filled by following a formal recruitment and selection process.**

3.1 Contract extensions

3.1.1 During the engagements between the HoD, members of governing body associations, unions, and district officials, it was clarified that for any vacancy that occurs between 01 January 2024 and 31 March 2024, a contract nomination can be made with an end date beyond 31 March 2024. Some nominations received against vacant substantive posts were only requested until 31 March 2024. In line with guidance provided during 2023, a decision was taken to extend the contracts of educators appointed in vacant substantive posts until 31 December 2024.

3.1.2 Those employees with a Relative Education Qualification Value 10-12 qualification who needed to submit their qualifications for evaluation and have not, will be terminated as at 31 March 2024. Circular 0033/2022, dated 19 September 2022, applies to these particular situations.

3.1.3 The WCED will continue with the drive to convert qualified educators from contract to permanent employment. It is expected from principals to submit nominations for conversions of contract positions of educators whose contracts have been extended until 31 December 2024.

3.2 Filling of vacant posts with effect from 1 April 2024

3.2.1 The WCED took into consideration that schools and governing bodies need to plan adequately for 2024; subsequently, a term's notice was given and that was the main reason for the start date of 01 April 2024.

3.2.2 Reference was made in Circular 0034/2023 that special vacancy lists will be made available. In spite of the provisions that were made, Vacancy List 1 of 2024 yielded very few PL1 posts that were advertised. Schools are urged to register adverts on the eRecruitment system.

3.2.3 Vacancy lists will be issued where there is a need, in addition to the three vacancy lists provided for 2024. Posts will be filled if the processes receive urgent attention from governing bodies. Head Office is geared for the filling of the posts listed in the vacancy lists.

3.2.4 It must be noted that the eRecruitment system is functioning optimally. Schools must comply with the recruitment and selection processes and ensure that complete sets of nomination documents are uploaded for processing.

4. **PL 1 posts will not be provided for acting appointments against vacant substantive School Management Team posts, except for principal posts.**

4.1 This provision will remain in place.

4.2 The payment of acting allowances will continue as communicated in the engagements with governing body associations, unions, and district officials.

5. **The filling of all office-based public service posts (Head Office and district offices) will be frozen and only critical posts will be activated upon approval.**

The status with regards to filling of office-based public service posts only (Head Office and district offices) remains in place.

6. **Recalculation of teaching staff establishment owing to change in learner enrolment during 2024**

6.1 This is not a new provision and stems from the provisions contained in section 8.6 of the *Personnel Administrative Measures*, published in *Government Gazette* No. 46879 of 09 September 2022.

6.2 The WCED will follow a consultative process where changes are required and will not unilaterally change post allocations without a thorough impact assessment process.

7. Please bring the contents of this circular to the attention of all educators and members of governing bodies

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2024-03-15