



Reference: 20190211-1488

File no.: 3/3/2/3

Enquiries: Call Centre

Recruitment and Selection Minute: 0001/2019

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

Subject: Conversion from temporary employment to permanent employment for public service employees

1. The Head of Education has granted approval for the conversion of the appointment status of public service employees.
2. The conversion of a temporary appointment to a permanent appointment is done at the discretion of the Head of the Western Cape Education Department (WCED).
3. A temporary employee is an employee who is currently appointed in an approved substantive vacant post in a temporary capacity, for a closed period. This definition does not apply to public service employees appointed to vacant substantive promotion posts in an acting capacity.
4. The following criteria for the conversion of the appointment status from temporary to permanent with effect from 01 July 2019 applies:
 - 4.1 The conversion process is open for the following categories:
 - Clerks (up to SL5)
 - General assistants
 - Household aids
 - Nurses
 - 4.2 A permanent appointment must be made to a vacant substantive post and the post must be reflected on the staff establishment of the institution or branch for 2019.
 - 4.3 The employee concerned must currently be employed in a temporary capacity with continuous service (no break in service) for three months at the WCED, with his or her date of appointment being on or before 01 January 2019.

- 4.4 **The matching and placing of excess employees take preference.**
- 4.5 Requests for conversions will not be approved at institutions or branches where employees have been declared in excess at the same level.
- 4.6 The names of the consulted excess employees and the reasons why they cannot be absorbed at the institution or branch must be provided with the conversion documents.
- 4.7 The Directorate: Recruitment and Selection will verify the excess list provided by institutions and branches before approval is granted by the delegated authority for the conversion.
- 4.8 The excess list is also available on the People Management Practices System (PMPS) and is arranged according to districts for your convenience.
5. The due date for the submission of applications is **26 April 2019**.
6. Temporary public service employees in the categories mentioned in 4.1 who wish to apply for the conversion of their temporary appointments to permanent appointments must submit:
- a) A completed Z83 form (application for appointment form)
 - b) A letter of motivation from the governing body or line manager
 - c) A certified copy of qualifications (where applicable)
 - d) The names of consulted excess employees with motivations or reasons for not matching and placing
 - e) Their banking details (DPE3)
 - f) Tax number
 - g) A change of bonus month form

Applications must be submitted via the governing body or line manager to Head Office at the following address:

Attention: Ms Bulelwa Neti
Western Cape Education Department
9th Floor, Room 9-34
Lower Parliament Street
Grand Central Building
Private Bag X9183
Cape Town
8000

Or hand delivered to:

Western Cape Education Department
Client Service (Walk-in Centre) 2nd Floor
Lower Parliament Street
Grand Central Building, Cape Town

7. All applications for conversion of temporary appointments to permanent appointments will be considered only if accompanied by confirmation that no excess employees could be recruited for appointment to the post by completing the verification form.
8. Principals and/or line managers are requested to ensure that this minute is brought to the attention of their governing bodies and all public service employees.
9. The minute is applicable to all branches as well as ordinary and special public schools.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2019-01-05



PERMANENT APPOINTMENT OF ENTRY LEVEL PUBLIC SERVICE EMPLOYEES IN LINE WITH RECRUITMENT AND SELECTION MINUTE 0001/ 2019

Approval has been granted by the Head of Education to proceed with the conversion of temporary employees to permanent employees in line with the Recruitment and Selection Minute 0001/ 2019.

The approval for permanent appointment is however not automatic as specific criteria need to be complied with before final approval is granted by the Delegated Authority for such permanent appointment.

Mr/Mrs/Miss, PERSAL numberis

currently appointed on contract and fulfils the duties of (Post Description)

.....at (Name of Education Institution/Branch/Directorate/District Office)

I,

(Principal /Line Manager) hereby confirm that the above incumbent:

Table with 2 columns: Question and Answer (Yes/No). Contains 5 rows of verification questions regarding employment status, post establishment, performance, and availability.

Please note that the conversion process only applies to entry level posts as listed in the Recruitment and Selection Minute 0001/ 2019 currently in the employ of the WCED in a vacant/ substantive posts with continuous service of 3 months or more.

I, (name of Principal/ Line Manager), on the basis of the above recommend/ do not recommend the permanent appointment of the incumbent in the substantive post of (Post Description) on the approved establishment of the (name of Institution/Branch/Directorate/District Office).

In the event that you do not support the permanent appointment of the employee, the Principal/Line Manager must submit the reason/s in a letter addressed to the Director: Recruitment and Selection and attach the completed verification certificate.

Institutions/Schools		Head Office/District Offices	
SIGNATURE OF PRINCIPAL		SIGNATURE OF LINE MANAGER	
DATE		DATE	
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SIGNATURE OF SGB CHAIRPERSON		SIGNATURE OF HEAD OF COMPONENT (LOWEST LEVEL = DIRECTOR)	
DATE		DATE	
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SIGNATURE OF DISTRICT DIRECTOR/CIRCUIT MANAGER			
DATE			