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Enquiries: Call Centre

Recruitment and Selection Minute: 0003/2019

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

**Subject: Revised contract appointment process for institution-based educators**

1. The Western Cape Education Department (WCED) has reviewed the recruitment, selection and contract appointment process of institution-based educators.
2. The revised process is intended to ensure:
  - a) fairness in the recruitment, selection and appointment process;
  - b) that suitably and professionally qualified educators are appointed on contract; and
  - c) that only the best educators are recruited and appointed.
3. Institutions are allowed to advertise contract posts and to follow a fair and objective recruitment and selection process. The revised process, however, requires that:
  - 3.1 the vacant post be advertised within ten days of the post becoming vacant (internally, notice boards, local shopping centres, etc.);
  - 3.2 the advertisement includes the requirements of the post (phase and subject offering);
  - 3.3 applications be considered via the shortlisting process. Shortlisted candidates must meet the criteria of the post as advertised (phase and qualification);
  - 3.4 interviews with shortlisted candidates be arranged and the successful candidate/s must meet the criteria of the post as advertised (phase and qualification);
  - 3.5 the process be documented via shortlisting and interview minutes;
  - 3.6 the nomination documents for the contract appointment **must** include a copy of the advertisement, as well as copies of the minutes of the recruitment and selection process signed by the chairperson of the governing body and the principal;

- 3.7 the Directorate: Recruitment and Selection conducts personnel suitability checks (vetting) on all educators considered for contract appointments;
- 3.8 the contract appointments of suitably qualified retired educators include a short motivation on the reason for the re-employment of the retired educator, confirmation that no suitably qualified new entrant is available as well as what efforts were made to recruit a suitably qualified new entrant;
- 3.9 the Directorate: Recruitment and Selection verifies the work permits of foreign educators with the Department of Home Affairs. **Appointments will only be approved, once a positive outcome is received;**
- 3.10 the nomination documents of the foreign educator include a motivation on the reason for the appointment of the foreign educator, confirmation that no suitably qualified South African citizen is available to teach the subject as well as what efforts were made to recruit a suitably qualified new entrant; and
- 3.11 nominations of retired educators and foreign educators include the recommendation from the relevant circuit manager.
4. To ensure continued teaching and learning in the classroom, short-term contract appointments will be approved, while the recruitment, selection and appointment process stipulated above is in progress.
5. In line with Collective Agreement 4 of 2018, the following **preference** order in respect of contract appointments apply:
  - 5.1 first-time applicants to whom the employer has a contractual obligation to appoint in terms of the bursary awarded to the applicant and who could act in the post;
  - 5.2 any other first-time applicants; and
  - 5.3 qualified unemployed educators.
6. Nomination forms must be submitted via the Contract Appointment Tracking (CAT) system only. This system can be accessed via the People Management Practices System (PMPS) (previously called the Human Capital Leave Management System (HCLMS)).
7. This process is intended to support the conversion process of educators from temporary employment to permanent employment.
8. The process will be implemented with effect from **01 July 2019**.

9. Kindly communicate this important information to all stakeholders.

**SIGNED:** LJ ELY

**DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

**DATE:** 2019-05-29