



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:

District Code DC .../:2019/...../...../.....

HR DISTRICT: SIGN & DATE RECEIVED: _____

School Stamp



_____ 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. _____

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,
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 /HRA

DATE: _____

PARAGRAPH 8 SUPPORTED / NOT SUPPORTED

HRA DEPUTY DIRECTOR

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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