

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 **Permanent** educator (normal or IIAL post), as indicated in Par. 6.4 or 6.5,
- 1.5 Releasing of an ad hoc post/s, as indicated in Paragraph 7.
- 1.6 To appoint a **Temporary educator against promotional/project post**, as indicated in Paragraph 6.1 & 6.3

2. BACKGROUND AND DISCUSSION (to be completed by the Principal/Acting 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/ACTING PRINCIPAL (signature)

DATE:



Bursar: (Funza / Departmental)

Unemployed Database Reference Number: _____

HR DISTRICT OFFICIAL (NAME) _____ DATE RECEIVED: _____

_____ 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: _____ **(No back dating 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:**

5.2 Interprovincial Transfer of a permanent Educator

- | | |
|----------------------------|--------------------------|
| • Name of Educator: _____ | Name of Educator: _____ |
| • Persal Number: _____ | Persal Number: _____ |
| • Post Level / Rank: _____ | Post Level / Rank: _____ |
| • Current School: _____ | Current School: _____ |
| • Current District: _____ | Current Province: _____ |
| • New School: _____ | New School: _____ |
| • Date of Transfer: _____ | 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)

NB: No transferred educator must resume duty before approval from the delegated authority. SGB recommendation does not serve as an approval but only recommendation

SIGNED BY EDUCATOR

DATE: _____

SIGNED BY CHAIRPERSON OF SGB

DATE: _____

OR: _____ SCHOOL. _____ DISTRICT.

6. THE GRANTING OF APPROVAL TO APPOINT AN EDUCATOR (TEMPORARY AGAINST 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 against the vacant promotion post, as mentioned in Paragraph 2.

6.2 A temporary educator in an Ad hoc post, as mentioned in Paragraph 2 and 8.

6.3 A temporary educator in a "Project" post; _____ Project.

6.4 A Permanent educator in an: Incremental Implementation of an African Language (IIAL) post.

6.5 A Permanent educator in a vacant substantive post.

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: _____ (No back dating on 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 will strictly NOT be 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 correctly.

PRINCIPAL/ACTING PRINCIPAL (signature)

DATE: _____

