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/....../....../.........

**School Stamp**

**HR DISTRICT: SIGN & DATE RECEIVED:** __________________________
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:


- 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: 

Transfer Accepted / Not Accepted: 
(If not - attach motivation for non-Acceptance) 

SIGNED BY EDUCATOR 
DATE 

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 of Educator Recommended / Not Recommended 
(If not – attach motivation for non-recommendation) 

SIGNED BY CHAIRPERSON OF SGB 
DATE
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.
6.6 ☐ 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)

SIGN ED BY EDUCATOR  
DATE  
SIGN ED 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.