



## GAUTENG PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

MANAGEMENT PLAN FOR THE FILLING OF SCHOOL BASED PS POSTS: VACANCY CIRCULAR 12/2021			
NO	DATE	ACTION	RESPONSIBILITY
1	02 November 2021	Publication of Vacancy Circular 12 of 2021	HO: Recruitment & Selection
2	15 November 2021	Closing date for applications	Applicants
3	08 – 19 November 2021	Principal and SGB workshops <ul style="list-style-type: none"><li>• Unions to be invited</li><li>• Schools to receive guidelines and relevant recruitment and selection documents</li></ul>	Districts: HRP, Principal & SGB, Cluster Leader/IDSO and Dispute Management
4	02 November 2021 – 10 December 2021	Response handling	District: HRP
5	15 – 26 November 2021	Submission of management plan	Principal/SGB/ Cluster Leader/IDSO
6	11 – 21 January 2022	Selection Processes (Shortlisting and Interviews)	Principal/Panel/SGB/ Cluster Leader/IDSO
7	11 – 28 January 2022	Grievance Processes <b><i>Grievances to be declared within 5 working days after each process</i></b>	District: Dispute Management Office
8	24 – 28 January 2022	Final submission of recommendation file to District: HRP	Principals/SGB/Cluster Leader/IDSO
9	24 – 28 January 2022	District: HRP to make offers to successful candidates	Districts: HRP
10	01 February 2022	Assumption of duty	Successful Candidates

**MS ESTHER NDLEBE**  
**DIRECTOR: RECRUITMENT AND SELECTION**

DATE: 2/11/2021