



higher education & training

Department:
Higher Education & Training
REPUBLIC OF SOUTH AFRICA

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HUMAN RESOURCES CIRCULAR NO. 30 OF 2020

TO: TVET College Principals
TVET College Deputy Principals Corporate Services
TVET College Human Resources Managers
All TVET Staff

CC: A/DDG: TVET
CHAIRPERSONS OF COLLEGE COUNCILS

MORATORIUM AND DEFERMENT ON THE FILLING OF ANY NEW VACANT POSITIONS AND THE TERMINATION OF CONTRACTS ASSOCIATED WITH THE POST PROVISIONING NORMS (PPN) MODEL AND STANDARDIZED COLLEGE STRUCTURE IN TECHINCAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGES

Following the approval of the Post Provisioning Norms model and the standardised structure for TVET Colleges, the PPN Task Team developed the PPN Implementation Policy and PPN Implementation Procedure Manual which will provide guidance and clarity to all TVET colleges on the processes to be followed in implementing the approved PPN model and standardised structure. The policy and procedure manuals have been developed and consulted with relevant stakeholders and is currently being tabled for noting with relevant bargaining chambers before being submitted to the Director-General for approval. It is only thereafter that colleges are to commence with the implementation of the approved PPN model and standardised structure in line with the approved and signed off PPN implementation policy and procedure manual.

It has however come to the attention of the Department that some of the TVET Colleges are currently advertising and filling newly created vacant posts in line with the approved PPN model allocation and standardised structure whilst the Department

is still in the process of obtaining approval on the implementation policy and procedure manual. In addition, it is noted that some colleges are terminating contracts related to staff currently employed in posts associated with the delivery of Ministerial Programmes and part of the new post establishments in line with the PPN model..

It is crucial that the practice related to the termination of contracts related to Ministerial Programmes and the advertising of new positions related to the PPN Model and college structure ceases with immediate effect until the approved Implementation Plan and Policy Manual is signed off and published.

Colleges are to note that a recent submission related to the permanency of contract staff associated with the delivery of Ministerial Programmes has been approved by the Minister and is currently being implemented via the head office HRMA unit. The termination of existing contracts at this stage is likely to be counterproductive to this aim. The above should also apply to staff members appointed by College Councils currently associated with Ministerial Programmes.

In view of the above, this circular serves to place a Moratorium on the filling of any new vacant position(s) associated with approved PPN model and standardized structure in TVET colleges, as well as the discontinuation of termination of existing contracts of staff delivering on Ministerial Programmes until due processes around permanency of contract employees in such programmes and the PPN implementation is completed. Any existing recruitment drives are to be deferred until formal approval of the PPN Policy and Implementation Procedure Manual is published.

In order to ensure continuity on service delivery TVET Colleges are only allowed to advertise and fill only vacated critical positions through natural attrition in their current structures that must be in line with their 63% threshold. The critical nature of the positions that are to be filled must be aligned to the service delivery imperatives of the college. Furthermore, before any current existing funded vacant positions can be advertised the college must first obtain confirmation that the post(s) to be advertised exists on the PERSAL system because no appointment will be processed for any position(s) that does not already exist on the PERSAL system. This confirmation must be done via an email with the Assistant Director: Establishment, Ms Bino Tshabalala at Tshabalala.B@dhet.gov.za.

Colleges are also advised not to process the filling of any new vacant post(s) associated with the PPN model and standardized structure on their college's payroll system.

It is crucial to the successful implementation of the PPN Model and standardised structure that implementation is in full compliance of the approved PPN Implementation Procedure Manual which is clear about recruitment and placement of positions in the new structure. This Circular is based on a policy directive related to

the approved Post Provisioning Norms Model and must be adhered to. Failure to therefore adhere to the content of this Circular will be deemed a deviation to a clear Departmental directive.

For further enquiries, please contact the following officials:

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Ms B Tshabalala	Tshabalala.B@dhet.gov.za / (012) 312
Ms RP Lethuba	Lethuba.P@dhet.gov.za / (012) 312 5156

Your compliance and cooperation with the above will be greatly appreciated.

Yours sincerely



Ms LC Mbobo

Deputy Director-General: Corporate Services

Date: 9/10/2020