



**EXCESS STAFF CERTIFICATION  
ALL OFFICE-BASED EDUCATORS AND  
PUBLIC SERVICE STAFF**

District: \_\_\_\_\_ Institution: \_\_\_\_\_ Post: \_\_\_\_\_

I hereby confirm that all qualified employees who are currently in excess (as well as Funza Lushaka Bursary holders) have been considered for the above-mentioned post and that a suitable candidate

was found.

was not found. (Provide detailed reasons below. Additional information may be attached.)

\_\_\_\_\_  
\_\_\_\_\_

I therefore nominate \_\_\_\_\_ to take up the above post on a fixed-term contract in order to promote effective and efficient education.

Confirmed by

Component Director: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that the above-mentioned information is correct and therefore support the filling of the post as recommended.

CD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that the above-mentioned information is correct and therefore support the filling of the post as recommended.

DDG: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resource Administration:

Processed

Not processed

DHA: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_