



FOR PSA MEMBERS: KWAZULU-NATAL DEPARTMENT OF EDUCATION (KZN DOE)

08-07-2025

Update: Briefing on KZN DOE Employee and Learner Verification Project Plan – 4 July 2025

The PSA was called to attend a virtual meeting with the KZN Department of Education on 4 July 2025 to consult and brief members of unions of the Verification of Employees and Learners Project Plan (physical headcount). The meeting was chaired by Adv Masuku, Deputy Director-General (DDG) of the Department. The DDG confirmed that the said verification will be conducted jointly with the KZN Provincial Treasury as part of internal control measures as dictated by section 38(a) of the *Public Finance Management Act*, which requires accounting officers of a Department to ensure that the Department has and maintains effective, efficient and transparent systems of financial, risk management and internal control.

The DDG indicated that there have been calls from various stakeholders, particularly oversight bodies, proposing that the Department must embark on a verification project to confirm that employees who are being paid are indeed employees who are at work and confirm the number of learners in the province. The Department has been having financial challenges as most of its budget is going towards staff members of more than 100 000 in terms of staff establishment and operational costs as well as transferring funds to schools. The Department's budget gets so consumed with the mentioned costs that it cannot afford some of its financial obligations. Therefore, the Department intends embarking on the mentioned verification process to mitigate the risk of inflated learner and employee numbers at the Head Office, District Offices, Circuit Offices, and schools.

Physical verification of process

- The verification team will have at least one or two officials from Head Office and Provincial Treasury who will be allocated to each site, with one verification leader from Head Office.
- The overall headcount project manager will be responsible for returning all uncollected pay slips to the Department of Education.
- The Department will be served with the list of educators and officials who have not presented themselves without valid reasons.
- These educators and officials will individually be served with notices, advising them to present themselves to be counted, failing which will lead to their salaries being frozen.
- The salary of the employee will only be reinstated after the employee has presented himself/herself to the authorities.

- If an employee has not presented himself/herself after being given an opportunity to do so following a freeze of his/her salary, the employee may be discharged or terminated permanently by the Department.

Learners who are absent on day of verification

- Learners who are absent on the day of verification, will be ordered to avail themselves the next day.
- Learners will be struck off the attendance register until they have availed themselves for verification.

Planned timeframes for verification

- The target is to complete this physical verification project within three months, starting from 14 or 15 July 2025 until 30 September 2025.

The DDG added that the plans have not been finalised to allow unions to submit inputs to be considered. The Department indicated that it appreciates the inputs that will be submitted by organised labour to be incorporated in the final plans.

The PSA commended the Department on the initiative taken to embark on the project of verification owing to alleged ghost employees who might be benefiting unlawfully from the Department. Concern was, however, raised that it was announced with such short notice, as the Department has indicated that the project will be implemented within a week from 4 July 2025 to start the process. The DDG stated that the plan was to conduct the process every five years when each term of administration starts.

The PSA was further concerned that union representation was not considered to form part of the process to ensure transparency and fair processes. This input will be added to the inputs that PSA will submit to the Department. The Department has committed to sharing the presentation with organised labour once it has been finalised. The Department is also committed to issue HRM Circulars to inform employees of verification dates for employees to avail themselves. The PSA will update members as soon as the project begins.

NB: The PSA urges members and employees at large to present/avail themselves at their places of work on the days of verification to be counted to avoid misunderstandings and salary freeze.

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Employees who would like to join the PSA, can reach Zweli Msane (PSA Organising/Marketing Officer) on 082 880 8944 / Zweli.Msane@psa.co.za and Zinhle Manyoni on 063 400 1036 / Zinhle.Manyoni@psa.co.za.

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