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H AFRICAN EXTENSION UNIT

(Commonwealth Secretariat - C F T C)

PO. Box 70074

DAR ES SALAAM

TANZANIA

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Tebphone:No.37325\$

Telex: No. 41869

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YourRek

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DATE: 20 SEPTEMBER 1993

Please refer to our discussion of this morning.

information on the 5 applicants.

I now send you a summarised

I should be most grateful if your would short list it to three applicants to

be interviewed on Thursday afternoon for the post of SAEU Coordinator.

A SHOETLIST OF APPLICANTS POINTER POST OP COORDINATOR, SAEU PIOGIAIR, JOHAIIBSBUREG, SOU

TH AFIICA

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QUALIFICATIONS EXPERIENCE ADDRESS

1 Ms Lillian Hojaki Thulo

A Mr Richard Sipho Dunn

3 Mr Lesaoana David Kalolane

Hrs chokozisi Mthenbu

31/07/63

28/11/53

24/05/55

28/11/58

BOAD, B.Ed,

6.30

8.66, Cert.

Distance Educ.

BOAO(Ed), Ble

(Hons) UNISA

8.6. UNISA

Teacher

SOHAFCO,

Married

Teacher

SOHAFCO,

Research,

Single

Teacher

SOHAFCO, SAEU

Coordinator,

Tutor - Hits

University

Teacher

Principal,

Married

Teacher

Secondary,

Married

c/o Jabu Dube

P 0 Box 177

Kvalusaseni

SHAZILAND

Tel: (08268) 85015

Tel: (031) 5102333

674 Ntholeng Street

Zone 1, DIEPKLOOF 1864

Tel: (011) 7555320 (h)

Tel: (011) 6742560 (U)

168 Darragh House

Cnrf Handeres & Plein

MINUTES OF AN ORDINARY MEETING BETWEEN THE SACHED AND THE SAEU
HELD IN ROOM 807, ALLIED BUILDING, JOHANNESBURG, ON TUESDAY 14
SEPTEMBER 1993.

1. PRESENT

1.1 Ms T Ngegebule - Assistant Director, SACHED

1.2 Ms E Nonyongo - National Project Coordinator
(DUSSPRO), SACHED

1.3 Ms N E Ligate - Director, SAEU

1.4 Mr N Z Reuben - PDO, SAEU

2. ABSENT

None

3. OPENING

3.1 The meeting was opened at 13h10 by the Director, SAEU.
She expressed her joy that at last it had been
possible for officials of the SAEU to come to
Johannesburg to finalise arrangements for launching
the returnees' programme. Further, she paid glowing
tribute to the SACHED for the support that it had and
was still extending to the SAEU to enable the latter
launch the programme successfully.

4. AGENDA ITEMS

Agenda items for the meeting were adopted as follows:

4.1 Applications for the Coordinator's post.

4.2 Donors' responses.

4.3 Learners' responses.

4.4 Returnee's Programme's Advisory Committee.

4.5 Furniture for the SAEU office

4.6 Statement of Accounts - SAEU's funds

4.7 Study-materials

4.8 AGE

5. APPLICATIONS FOR THE COORDINATOR'S POST

5.1 The Director, SAEU, expressed gratitude to the SACHED
for advertising the post, collecting the applications
and filing them in a very orderly manner. She noted
that a total of 35 applicants had shown interest in
the post. Further, she noted that the applicants
could be divided into three categories as follows:

5.2

5.3

5.4

1) Degree holders who are South Africans: 16

ii) Degree holders but non-South Africans: 3

iii) Certificate holders: 16

It was agreed that five applicants be short listed from category (i) for the interview. These, however, would be further short listed to three by the Interviewing Panel.

It was agreed that members of the interviewing panel would be drawn from the SAEU, SACHED and the Batlagae Trust. The SAEU Director was requested to contact the Batlagae Trust on the matter accordingly.

The date for the interview would be fixed by the Director, SACHED.

DONORS' RESPONSES

6.1

6.2

6.3

6.4

6.5

The Director, SAEU, informed the meeting that the EC through Kagiso Trust and the IDT have agreed to fund the returnees' programme. Further, she informed the meeting that she expected contracts with the two organisations to be finalised and signed this week. A copy of a contract faxed to the SAEU by the IDT was submitted to SACHED.

The Director, SAEU, was requested to contact the Donors in order to speed up arrangements for finalising and signing the contracts as early as possible.

The SAEU Director on the other hand requested that Ms Thandiwe Ngegebule, The SACHED Assistant Director, who signed the Tripartite agreement between SACHED, BATLAGAE and SAEU be authorised by SACHED to sign the agreements on its behalf.

Ms Nonyongo informed the meeting that Ms Gavey - Mwazi of the UNETPSA in New York, had phoned her to enquire about former SAEU learners in South Africa. Ms Nonyongo reported that she had written to the UNETPSA to notify that the SACHED was working with the SAEU in setting up facilities for servicing the latter's learners in South Africa. As arrangements for that were now in final stages, a list of about 1 000 learners was submitted to the UNETPSA for funding consideration.

It was agreed that there was a need to update further the UNETPSA on the SAEU's returnees' programme. A copy of the letter sent to New York before the arrival of the Director, SAEU, would be submitted to her later.

LEARNERS, RESPONSES

7.1

7.2

7.3

The Director, SAEU, informed the meeting that so far, about 54 learners had reconfirmed their interest in the returnees, programme. It was agreed that in case of a need, an advertisement inviting former learners to register themselves in the programme, may be run in the Newspapers next week.

It was further agreed that orientation workshops for both the learners and the part-time tutors should be run before the SAEULs officials return to DAR-ES-SALAAM. Part-time tutors would be recruited through the SACHED. Ms Nonyongo agreed to contact Mr Mugaba for assistance.

It was also agreed that part-time tutors would need orientation, particularly in the GCE Exams. It was noted that the SAEU was planning to offer tutorials at "0" and "A" levels in English, Maths, Physics, Chemistry, Biology, Economics and Commerce. Tutorial payments would be in the range of 45 - 50 rand per hour.

RETURNEES' PROGRAMME'S ADVISORY COMMITTEE

8.1

8.2

8.3

It was agreed that an Advisory Committee consisting of members drawn from the SAEU, SACHED and the Batlagae Trust be set up for the returnees' programme. The committee would advise the coordinator and manage the programme.

It was agreed that a total of six signatories, two from each of the three institutions mentioned in 8.1 above, would run the programme's account.

It was further agreed that the SAEU would finally have to open its non bank Account, rent office facilities and o..... and pay for supporting staff. Initially, however, the SACHED would provide these services to the SAEU on a mutual agreement.

FURNITURE FOR THE SAEU OFFICE

9.1

9.2

The Director of the SAEU placed orders for three cabinets, a telephone and a Notice Board with the SACHED's Administration Coordinator. It was agreed that some of the SAEU's study-materials will be stored in the three cabinets while the rest will remain in the SACHED'S store room on the eighth floor of the Allied Building. To begin with, the SAEU's telephone will be controlled by SACHED.

Further, the Director, SAEU, requested the SAEULs office to be provided with burglary proofs.

STATEMENT OF ACCOUNTS - SAEU's FUNDS

10.1 It was reported that the new accountant who had just joined the SACHED had requested up to the end of September 1993, to put the SACHED'S accounts in order.

10.2 Ms Nonyongo promised to submit a print out on the state of the SAEU's funds in the SACHED'S account as soon as this was ready.

11. STUDY-MATERIALS

11.1 the SAEU's previous stocks of study materials were examined and found to be in a very satisfactory state.

It was agreed that the SAEU may continue to keep its study materials in the SACHED's store room.

11.2 The Director, SAEU, informed the meeting that the SAEU had placed orders for more study materials with the Oxford Open Learning in Britain.

12. ANY OTHER BUSINESS

12.1 The Director, SAEU, was requested to draw up the Coordinator's terms of services and explore possibilities of having him/her on the post by 30/09/1993. Further, the Director, SAEU, was requested to determine the Coordinator's line of accountability.

CLOSING

As there was no other business, the meeting was closed at 15h00.