



Addis Ababa City Administration

Public Service and Human Resource Office

Directive Number 147/2023

Allocation performance Directive for Principal and Assistant Principals to the major
Positions Made ready under the Government school Structure Review Survey

September 2023

Addis Ababa

Introduction:

Addis Ababa City Administration Education Bureau to make the general education services provided to the city residents transparent, fast and effective, and to ensure its usefulness, many changes are being implemented. Among these changes is the reorganization of general education organizations from the Bureau to the Woreda. Thus, the Bureau was organized into 9 executive directorates, Sub City into 6 groups and supervision cluster groups, Woreda into 2 groups and supervision cluster groups and the allocation of staff was carried out according to the directives, and works have started with a new organization and a changed staff.

For this process of change to reach the edge and be effective; Since the school, which is the main part of the education sector, should be re-examined in its structural organization and Principals and Assistant Principals should be assigned in a new way, a new structure of schools was created. Therefore, it is necessary to set up a procedure for comparing and classifying the positions according to the level given in the study, based on the principle and sequence of implementation for the two positions prepared in this structural organization study. Addis Ababa City Administration Public Service and Human Resource Development Bureau under the authority given by the Decree No.74/2014, Article 15 Sub-paragraph (2) (e) approved by the Addis Ababa City Administration Council for the re-establishment of executive bodies, It issued this directive for the implementation of allocation of Principals and Assistant Principals for the positions created by the School Structure Review.

Part one

General Provisions

1. Short title;

This instruction may be cited as "Addis Ababa City Administration Public Service and Human Resources Development Bureau Principals and Assistant Principals Allocation Implementation Directive Number 147 2023”

2. Definition;

Unless the meaning of the word gives another meaning, in this guide,

1. "Declaration" means Addis Ababa City Government Civil Servants Decree No.56/2010.
2. "City" means the City of Addis Ababa;
3. "Bureau" means the Public Service and Human Resource Development Bureau of the Addis Ababa City Administration.
4. "Education Bureau" means the Education Bureau of Addis Ababa City Administration, which is responsible for teaching and learning
5. "Office" means the Sub City or Woreda Public Service and Human Resource Development Office.
6. "Education Office" means the Sub City or Woreda Education Office.
7. "Civil servant" means an employee permanently employed in public schools under the Addis Ababa City Government Education Bureau.
8. "Competition" means according to the directive s approved by the Addis Ababa City Government Public Service and Human Resources Development Bureau, to compare the

applicants for the posts of Principal and Deputy Principals in Sub-City for Secondary, Woreda for Pre 1st and Intermediate Government Schools;

9. "Allocation" means the allocation directives approved by the Public Service and Human Resources Development Bureau of the Addis Ababa City Government, it is the selection of candidates selected by the allocation committee for the positions of Principals and Assistant Principals based on their performance, ethics and required skills.
10. "School" in the field of general education means pre-primary, primary and secondary level, generally secondary school.
11. "School level" means the level at which external inspection assessment focus areas are rated in terms of input, process and output interaction dimensions.
12. "Evaluation" means that the performance of Principals, Deputy Principals is measured according to the set criteria/standards and the plan prepared considering the current situation of the school.
13. "Supervisor" means the chief and his deputies who are in charge of the offices, that is; Addis Ababa City Government Education Bureau Heads and Deputies, Sub City Education Bureau Heads, Woreda Education Office Heads, School Principals and Deputies, and Addis Ababa City Government Public Service and Human Resource Development Bureau Heads and Deputies.
14. "Headmaster" means the person in charge of the entire school.
15. "Assistant Principal" means the head of the school who is accountable to the Principal.
16. "Position" means duties and responsibilities assigned by an authorized body to be performed full-time in a public school.
17. "Merit" is the allocation of applicants based on knowledge, skills, abilities and qualifications.

18. "Required Skills" means the minimum educational and work experience requirements of the competition.
19. "Salary" means a fixed base payment for work assigned to a job level.
20. "Disabled person" means a person who does not enjoy equal opportunities in employment due to economic, social or cultural discrimination resulting from a physical, mental or sensory impairment.
21. "Relevant or appropriate Qualifications" means whether the student has taken a course that enables him to perform the duties of the position with the types of education listed in the structural review.
22. "Relevant work experience" means the relationship of the position for which employees are competing under this directive to their work experience prior to assignment.
23. "Allocation Committee" means established at the Woreda and Sub City level and based on the criteria set for the posts, It is the one who compares the candidates and makes a decision to the superior.
24. "Grievance Committee" means a committee that examines complaints submitted in competition for positions approved by structural review and submits a decision to the superior officer.
25. "Contestant" means the teachers, Principals and Assistant Principals who have applied for the post of Principal and Assistant Principal.
26. Gender Expression: In this manual, the male gender also includes the female gender.

3. Scope of Applicability;

This directive is applicable to government schools governed by Decree No.56/2010; for the positions of Principals and Assistant Principals approved by the structural review, there will be a competitive placement among teachers, Principals and Assistant Principals. A Sub City will make allocations to its own Secondary Schools and Primary Schools under the Woredas under the Sub City.

4. Purpose of the Directive;

To be able to establish an effective teaching and learning system by adjusting the leadership, management and system of schools; The job of principal and assistant principal is to make schools more effective by comparing them with transparency, fairness and accountability.

5. Principle of the Directive;

The competition and allotment of the Principal and Assistant Principals category will be done in accordance with the following principles.

1. It is conducted in a manner that ensures transparency and accountability;
2. It should be based on merit system;
3. It follows the principle that the right worker is in the right place based on qualifications and skills.
4. It should be done in a way that encourages candidates who need special support who meet the required skills;
5. The result of the allocation of Principal, Assistant Principals must be kept confidential until it is presented to the concerned superior and a decision is made;
6. Teacher, principal and assistant principal who are developed in their ethics, competence and service will be implemented by properly distinguishing;

Part two

Regarding performance of allocation of Principal and Assistant Principals;

6. Competition performance;

The performance of allotment shall be subject to the following conditions.

1. Pre-primary and secondary schools will be allocated through an allocation committee at the Woreda level and the Head of the Woreda Education Office.
2. Allocation of secondary schools will be done through Sub City Level Allocation Committee and the Head of Sub City Education Office.

3. Allotment under these directives will be done only to the ranks of Principals and Assistant Principals who have been graded based on the School Structure Survey.
4. Any candidate must meet the required educational level and work experience.
5. Any candidate can apply for up to two posts for this allotment.
6. Any competitor who does not meet the required skills first cannot be considered for the competition just by getting the highest score out of 100% of the score.
7. Contestants fail to win recruitment being surpassed because of the competition:
 - a) Who were teachers will be made to continue their teaching work
 - b) Those who have been Principals and Assistant Principals and graduated in the types of education they can teach will be assigned as teachers;
 - c) However, those whose Qualifications is not related to teaching will be assigned to professional positions in the public service.
8. An employee who is in education or training for one year or more as approved by the school, Woreda Education Office, Sub City Education Office and Education Bureau scheme is not included in this placement competition.
9. Leaders who have recently been assigned as principals and assistant principals,
 - a. If the assignment is three months ago; from the time he was assigned and served, his performance will be considered.
 - b. If the placement is more than three months ago; however, they will be evaluated and submitted for competition together with the head of the school they are assigned to and the institution where they were working.
10. Candidates applying for both the posts cannot fill the performance score separately.

11. Information about work experience and Qualifications will be kept only during the period decided by the allocation committee to submit the evidence.
12. Teachers, principals and assistant principals who are absent at the time of assignment due to reasons approved and recognized by the school according to human resource management directives;
 - a) As a human resource management information provider, the employee will be selected according to the competitive system set forth in this manual; The Allocation Committee will confirm this priority. It will include maternity, annual leave, unpaid leave, up to 3 months short training, sick leave.
 - b) Without Prejudice to what is stated under This Article Sub Article 12 (a) he/she will compete upon the allocation committee confirm and permit the evidence the school human resource administration has provided.
13. Competitors who are incarcerated for various reasons will not participate in this competition;
14. Without prejudice to what is stated under This Article Sub Article 13; if contestants released from jail, the following conditions will be effective:
 - a) If released after less than 6 months in jail, the one reported to the school can contest;
 - b) If the time in jail is more than six months and appeared with adequate evidence declaring the release from the jail, can appear for competition only when apply before the competition work commences.
15. Teachers, Principals and Assistant Principals with severe disciplinary action will not participate in this competition.
16. Upon contestants with disciplinary issues and pending decisions are there, the following will be made practical:

- a) Shall not restrain the contestant from allocation considering them as a preconditions in the time of competition;
- b) But upon the discipline process is over if found entail grave disciplinary penalty, it will be removed from the position allocated;

17. Competition starts from the highest category/level starting from the post of principal to the post of Assistant Principal or lower level.

18. The salary and rank of the winner of the competition will be subject to the following conditions:

- a) Those who are paid less than the starting salary of the post will receive the starting salary;
- b) If you have reached or exceeded the salary level of the position, no matter what they will continue to have what they were being paid without an increase.
- c) In the event of a salary that does not match the salary scale of the job evaluation and level determination, it will be set aside on the salary of the step..

19. In schools where Afan Oromo is taught as a mother tongue, at least one of the leaders will be tested to ensure that they can listen, speak, read and write the language, and competitions and allocations will be held;

20. Contestants must be at the teacher level and above on the teacher promotion ladder;

21. Subject to sub-paragraph 20 of this article, if there are candidates who are serving in the position of headmaster and vice-principal, but whose experience is less than 5 years, they can participate in this competition.

7. Regarding Qualifications,

The allocation committee must adhere to the educational requirements set out below;

1. The competition will be held according to the review of the structure of schools have had an academic or applied education; Those who have taken a PGDT or educational leadership and management will only be related to educational preparation;
2. Applying for the assignment of any level of incomplete education is forbidden.
3. The educational credentials to be submitted must have at least a provisional certificate issued after graduation.

8. Regarding work experience;

The allocation committee must follow the work experience criteria listed below when comparing candidates;

1. A candidate shall be assigned relevant work experience for the position he/she is applying for;
2. For the competition for positions requiring a bachelor's degree or above:
 1. One year of relevant work experience acquired after completion of a Diploma of Teachers' Training College shall be counted as one year;
 2. One year of service of a TTI or Certificate Graduate shall be counted as half held.
3. An official who has been serving as a leader will be directly assigned the experience of the work he was previously serving in an appointment;
4. When two or more candidates who meet the required skills are presented for a position; In order to identify competitors, the work experience for the competition will be calculated as the employee's experience by year, month and day.

Part three

Evaluation criteria and scoring

9. Evaluation criteria and scoring

1. This criterion is to be able to compare the candidates for the position they are suitable for; as one tool. It is used, and the relevant parties are required to understand this and fill the criteria properly or correctly.
2. The relevant parties are required to understand this and fill the criteria properly or correctly;
3. For Primary principal ship and assistant principal ship, the minimum education level of the competition is bachelor's degree, and education preparation above bachelor's degree is also possible to compete.
4. The minimum educational level of competition for Secondary Principal ship and Assistant Principal ship is a second degree.
5. Candidates competing for the position of head principal and vice principal will be notified of the result of 100% of the number 1-6 listed in table 1 below on the notice board.
 - a. Statement of Competitors' Evaluation Scores;

Table 1: Allocation Criteria and Weight

S.No.	Assessment criteria	Benchmark (out of 100%)
1	points for Qualifications;	10
2	points for work experience;	5
3	For results-based performance appraisal,	30
4	archive quality,	5
5	For exam results (Writing 15, Oral 5) (For Affan Oromo speakers, the exam is prepared in Affan Oromo).	20
6	Points awarded for leadership skills and ethics by Sub City and Woreda Education Office Heads;	30

S.No.	Assessment criteria	Benchmark (out of 100%)
	Total	100

11. Performance of points for Qualifications

Any candidate who meets the minimum educational requirements for the position and registers for the competition will be given points for Qualifications according to the table below.

Table 2: Points to be given for Qualifications

S.No	Assessment criteria	10% of points awarded
1	Ph.D.(third degree) Qualifications	10
2	Having a second degree education	9
3	Having a bachelor's degree	8

12. Performance of a point that gives relevance to work experience

Any candidate who fulfills the minimum work experience set for the position and registers for the competition will be given points for work experience as per below.

1. Any candidate must meet the minimum relevant work experience set for the position for which he/she is applying.
2. After the contestant meets the minimum relevant work experience set for the job category and registers for the competition; The employee will be given additional points for relevant work experience above the minimum work experience as a benchmark.
3. The performance of the relevant points for work experience will be based on the table below.

Table 3: Score for work experience relevance

S.No	Assessment criteria	5% of points awarded
1	Ten years or more relevant work experience	5
2	Seven years and less than ten years of relevant work experience	4
3	Five years and less than seven years of relevant work experience	3
4	Those who have been serving as Principal or Assistant Principal but have less than 5 years of service as a teacher or sub-teacher.	2

13. Implementation of results-oriented performance appraisal

1. Sub-City and Woreda Education Office Heads will lead the result-oriented work performance with a high sense of responsibility and ensure the balance.
2. The results for this competition will be based on the results of three consecutive semesters, which will be the average of the results of the 2nd semester of 2014EC and the two semesters of 2015 EC.
3. Candidates whose results of three semesters of performance-based work are not completed in time will not be eligible for this competition.
4. The marks of the three semesters out of 100 percent will be taken by adding up and dividing the marks into 30 percent.

14. Candidates' personal file quality scoring status

Competitors with a severe disciplinary penalty will not be allowed to compete, however, competitors with a minor disciplinary penalty may compete with one of the following results.

Table 4: Personal file quality scoring

S.No.	Ethical action taken	5% of points awarded
1	without penalty,	5
2	A written warning given verbally;	4
3	A written warning;	3
4	Fined up to 15 days salary	2

15. Written and oral examination

1. Written test will be of 15 points;
2. Oral exam will be of 5 points;
3. For Afan Oromo contestants, the exam will be prepared in Afan Oromo language;
4. Regarding the preparation and delivery of the written test, it will be prepared and given with quality and care through the education office;
5. The results of the written test will be given by the education office to the heads of the Sub City and district education offices;
6. The officials of the city and district education office will announce the results to the contestants on the notice board;
7. Oral exam for the head of the district education office and the 2nd level cluster supervision coordinators competing for the position of 2nd level principals and vice principals; They prepare and test each other and report the results.

8. Head of the district school office and 1st level cluster supervision coordinators competing for the position of head principals and vice principals of pre-1 primary and secondary schools; They prepare and test together and report the results.
9. A candidate who does not get 60 out of 100, i.e. 12 out of 20, will be dismissed from the competition.
16. 16. Points to be awarded for leadership skills and ethics by the head of the district and district education office.
 1. For leadership skills and ethics, 30 points will be filled by the head of the district education office for secondary school candidates;
 2. 30 points for leadership skills and ethics for pre-1st and middle school contestants; The Head of Sub-City Education Office 15 points and the Head of District Education Office 15 points will be divided and given jointly.
17. Criteria and scoring for leadership skills and ethics
 1. In the scoring of leadership skills and ethics, the heads of the sub-city and district education office will give results based on the standards set in Tables 5 and 6 below in order to connect work and the right employee in a way that is free from personal interest;
 2. The heads of the sub-city and district education office give the results; By organizing the performance criteria, supervisory evaluation results and other relevant evidence that you have been following during work;
 3. After giving the result, they are required to convince the contestants who are complaining about the result by presenting their evidence.
 4. New competitive teachers who were not head principals or vice principals before, the criteria of leadership skills and ethics are from (30%)

Table 5:- Those who have not been a principal or vice principal before

S.No	Assessment criteria	Point weight from 30%
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S.No	Assessment criteria	Point weight from 30%
1	Being praised for his morals, being a role model for students, and wearing honesty and sincerity,	3
2	When he teaches, he teaches with appropriate preparation and does not waste time.	4
3	Being accepted by faculty, staff, and students;	3
4	It is proven that he has improved the results and behavior of the students he teaches.	5
5	Effective participation in departmental clubs and various committees;	3
6	The important role he played in promoting peaceful learning.	3
7	The initiative and effort to preserve and protect the secularism of education.	3
8	In general, the participation and role of making the school a model for the performance, (for example, the efforts in urban agriculture and the protection of the school environment and others---)	3
9	Effective use of information communication technology for work;	3
	Total amount	30

5. **Candidates who were head principal or vice principal in the past.**

Table 6:- Who was the head principal or vice principal before

S.No.	Assessment criteria	Point Weight From (30%)
1	In terms of inspection classification results, the school's level has improved from	5

S.No.	Assessment criteria	Point Weight From (30%)
	its previous level, or has increased from its current level.	
2	About using the school's resources and property properly and preventing wastage.	3
3	The role of leadership to promote peaceful learning in the school.	4
4	For preserving and respecting the secularism of education in the school and for making others preserve and respect it.	4
5	Students who scored 50 percent or more in the 8th/12th grade city and national exam results; The amount of improvement he made every year, (አመታት አማካይ የሚወሰድ)	10
6	Not known for good governance problems and theft and corruption,	2
7	Respecting and upholding work ethics, good relations with supervisors and colleagues,	2
	Total result	30

18. About additional support;

1. According to the special support allowed by law when female contestants compete; After the total score is known, when there is a difference of up to three points, they will be prioritized.
2. According to the performance directives issued regarding the employment rights of disabled persons based on the sum of points obtained by disabled persons when competing; If they have a difference of up to four points, they will be ranked first.
3. If a contestant receives more than one positive support (for example, being a woman and a disabled person), the positive support will be 5 points.

4. Candidates who are given the same or different amount of positive support, if they have equal results in the competition, they will be promoted first in their work performance, then in their educational level and work experience.
5. If it is not possible to identify the contestants according to the number 4 above, they will be identified by the head of the sub-city or Woreda where the contestant is located and will be separated by a performance evaluation of 10 points.
6. The 10 points set in sub-paragraph 5 of this article will be as follows
 - A/ Carrying out the planned activities and tasks according to the set standards5
 - B/ Dealing with customers in an appropriate way3
 - C/ Ethics at work.....2

Part four

About the composition and functions and responsibilities of the Allocation Committee;

19. Structure of Allocation Executive Committee;

1. A general committee and a technical committee will be set up at the education office level;
2. The main committee established at the education office level; It will include the head of the education office, the head of the education office, the advisors of the head of the education office, the head of the education office, the technical consultant, the heads of the sub-city education office and the city teachers' association;
3. The allocation executive technical committee established at the education office level will have 7 members.

20. Allocation Executive Committee to be established at the Bureau level

1. Head of Bureau -----(1) Chairman
2. M/Bureau Officers-----3) Member
3. Consultants ----- (2) Member
4. Head of Office ----- (1) Member
5. Technical Advisor ----- (1) Secretary
6. Heads of the Sub City Education Office ----- (11) Member
7. City Teachers Association Chairman----- (1) Member

21. Duties and Responsibilities of the Allocation Executive Committee

1. Supervises, evaluates and sets direction for the allocation process.

2. evaluates the procedure and process of the technical committee, gives direction,
3. Approves the allocation work done at the Sub City and Woreda level by evaluating the composition and fairness of the existing condition of the school.
4. Sees the procedure, evaluates it, takes corrective action for problems, expands accountability.

22. Allocation executive technical committee established at the Bureau level

1. To be appointed by the head of the Education Bureau. (1) Chairman,
2. Director of Affan Oromo Curriculum Enrichment and Implementation.....(1) Member;
3. Director of the Directorate of Teachers and Education Leadership Development...(1) Secretary,
4. Curriculum Development and Implementation Directorate Director.....(1) Member,
5. Director of Examination and Assessment Preparation and Management Directorate(1) Member,
6. Director of School Improvement and Resource Directorate.....(1) Member,
7. Gender Head/Representative of the City Teachers Association(1) Member,

23. Tasks and responsibilities of the allocation executive technical committee established at the Bureau level

1. Prepares an action plan for the allocation at the Woreda and sub-city level.
2. provides an orientation to the instruction and structuring of the study;
3. It supports the procedure of committees organized at every level.

4. For Principals, Assistant Principals prepares, tests, corrects and executes written test.
5. Submits a report on the performance to the General Committee.
6. Takes full responsibility for the work he has done.
7. Monitors and evaluates the entire competition process. He edits and deletes when he finds it necessary.

24. Type and number of allocation committee

1. Secondary Schools Allocation Committee will be established at Sub City Education Office level.
2. Allocation committee for pre-primary and secondary schools will be established at Woreda Education Office level.
3. The committee established in Sub City and Woreda will have five members and one non-voting secretary.
4. One of the members should be a woman.

25. Allocation committee organized by Sub City Education Office

- 1.To be appointed by the head of the education office..... (1) Chairman,
- 2.Leader/Representative of Sub City Teachers and Education Leadership Development Team...(1) Member,
- 3.Affan Oromo Curriculum Team Leader ----- (1) Member,
- 4.Human Resource Management Group where the Sub City Education Office is located Leader/Representative(1) Member,
- 5.Chairman/Representative of Sub City Teachers' Association.....(1) Secretary,

26. Tasks and responsibilities of the allocation committee organized by the Sub City Education Office

1. It prepares an action plan for the activities he performs.
2. Receives the list of positions approved by structural study and job evaluation and level determination,
3. Job classification and levels will be posted in a clear place for the contestants, and the contestants will be registered according to the prepared form.
4. compares competitors as described in the directive s;
5. From the registration to the completion of the process, he reports regularly.
6. Keeps the secret of the competition work,
7. When there is a different situation, the decision will be given by majority vote.
8. Submits the allocation committee's decision to the Bureau's main committee for approval.
9. When ordered by a superior officer to reconsider the allocation, he reconsiders it based on the instructions; If he can't see it, he will let you know the reason.
10. A member of the allocation committee should withdraw from the committee meeting if his own competition is shown;
11. The Committee shall be responsible for the allocation work done.

27. Allocation committee organized by Woreda Education Office

1. Named by the Head of the Education Office..... (1)
Chairman,
2. The Woreda's teacher and education leadership development specialist/representative...(1) member

3. Affan Oromo Curriculum Expert -----
(1) Member,
4. Leader/Representative of the Woreda's Human Resource Management Team.....(1) member,
5. Chairman of the Primary Teachers Association from one of the schools in the Woreda Representative.....
.....(1) Secretary,

28. Duties and Responsibilities of Allocation Committee Organized by Woreda Education Office

1. He prepares an action plan for the activities he performs.
2. Receives the list of positions approved by structural study and job evaluation and level determination,
3. Job classification and levels will be posted in a clear place for the contestants, and the contestants will be registered according to the prepared form.
4. compares competitors as described in the directive s;
5. From the registration to the completion of the process, he reports regularly.
6. Keeps the secret of the allocation work,
7. When there is a different situation, the decision will be given by majority vote.
8. Submits the allocation committee's decision to the Bureau's main committee for approval.
9. When ordered by a superior officer to reconsider the allocation, he reconsiders it based on the instructions; If he can't see it, he will let you know the reason.

10. a member of the allocation committee should withdraw from the committee meeting if his own competition is shown;
11. The Committee shall be responsible for the allocation work done.

29. Regarding assignment work

As soon as the allotment is completed, regarding the schools to which the candidates who passed the category of principal and assistant principal will be assigned:-

1. Sub City Education Office Heads will make a composition considering the existing situation of the Secondary School and submit a proposal to the Bureau's General Committee for approval and make it effective.
2. Woreda Education Office Heads together with Sub City Education Office Heads; They will make a composition considering the existing situation of pre-1st, Primary and middle school and present a proposal to the Sub City.
3. Sub-City Education Office Heads will work together on the assignment of pre-1st, Primary and middle schools of the Woreda and submit the results to the Bureau's General Committee for approval.

Part five

About the Grievance Committee

30. Organization of Grievance Committee;

1. The structure of the Grievance Committee is named as having 3 members.
2. Grievance committee will be organized at the level where they all compete.

31. Appointment of Sub City Grievance Committee

1. To be appointed by the head of the Sub City Education Office. Chairman,
2. Sub City Teachers Association Chairman/Representative ----- Member

3. Leadership Development Specialist----- Secretary,

32. Woreda Grievance Committee

1. To be appointed by the Woreda Education Office Head....Chairman,
2. Chairman/representative of one of the basic teachers association of the schools in the Woreda ----- member
3. Woreda Teacher Development Specialist/Representative----- Secretary

33. Duties and Responsibilities of the Grievance Committee;

1. Performs responsibilities without bias;
2. From the day the competition is approved and announced, it will receive complaint applications submitted in connection with the competition.
3. According to the set schedule, he investigates the complaints and submits the proposal to the superior.
4. Organizes complaint applications, investigative evidence and minutes;
5. Submits general performance report to superior.

34. Grievance system;

1. Any candidate who has a complaint regarding the allotment can submit his complaint in writing to the established Grievance Committee.
2. The Grievance Committee examines the written complaints of the contestants and makes a recommendation to the Chief Executive.
3. Sub City and Woreda Education Office Heads gave 30 points for leadership ability and ethics, no complaint will be made.

35 Time for complaint;

1. A competitor who has a complaint about the allocation can submit his complaint in writing to the Complaints Committee within five consecutive working days from the date the competition is approved and announced.
2. In spite of what is mentioned in subsection (1) of this article, if he is unable to submit the complaint within the set time limit due to compelling or force majeure reasons; It may be extended for three consecutive additional working days.
3. In accordance with order no.(1) of the complaint presentation procedure, an employee who has a complaint about the result of work performance shall submit it to the superior only three working days before the start of the competitive work;

36 Regarding decision-making;

1. The Grievance Committee must submit a recommendation to the head of the institution within seven consecutive working days from the time the complaint is submitted in writing.
2. Unless the Grievance Committee is faced with force majeure; He is required to investigate the complaint and submit a decision proposal within the set time limit.
3. The superior must issue a written decision within five working days of receiving a proposal from the Grievance Committee.

37 Regarding appeals;

1. In Sub City and Woreda, any complainant who does not agree with the decision given by the head of the allocation; First, it will be submitted to the Public Service and Human Resource Development Office of the Sub-City.
2. Any complainant who disagrees with the decision of the Sub City Complaints and Grievances Team; The appeal will be submitted to Addis Ababa City Public Service and Human Resource Development Bureau Complaints and Grievances Directorate.

3. An applicant who is not satisfied with the decision of the Public Service and Human Resource Development Bureau Complaints and Appeals Directorate may submit an appeal to the Administrative Court.
4. The Administrative Court's decision on the merits will be final, however, those who argue that the Administrative Court's decision is wrong in law may file an appeal with the Addis Ababa City Court of Appeal.

38 About reporting;

After completion of allotment, a general report will be provided as follows;

1. The report of the work done by the Bureau's technical committee in Woredas and sub-cities will be reviewed and approved by the leadership at each level and sent to the Bureau.
2. The allocation work will be reviewed by the management level of Sub City and Woreda and approved by the relevant officials, organized through the Sub City Education Office and sent to the General Committee.

Part six

Miscellaneous provisions

39 About accountability.

1. If the superior officer does not make a decision within the time limit without a valid reason and does not manage the process to the expected level, he will be liable according to the relevant law.
2. If the allocation committee is not able to make a decision in accordance with the law; He shall be liable according to the severe disciplinary penalty listed in Article 70 of the Decree.

3. If this instruction is passed on deliberately and according to the provisions of Article 94/3 of the Decree, if it improperly gives results, conducts a competition, or gives an allocation, it will be liable under the law of "gross negligence".
4. The Education Bureau evaluates, monitors, and takes corrective action when deemed necessary.
5. In the event of issues not covered by these directives, the request will be submitted to the Bureau's General Committee for a decision.

40. Inapplicable Laws and Procedures;

Any Bureau Directive or practice inconsistent with this Directive shall not apply to the matters covered by this policy.

41. Repealed Directives;

The previously effective Primary and Secondary School Principals and Vice Principals Allocation Implementation Instruction No.129/2014 is hereby repealed.

42. Applicability period of the Directive;

This Directive will be used for one-time allocation for the positions of Principals and Assistant Principals created by the School Structure Review.

43. Various forms;

Various forms are used as part of this Directive to assist in the implementation of this Directive.

44. Effective date;

This directive, in accordance with Federal Administrative Procedure Proclamation No.1183/2020 shall enter into force as of the date it has been registered by the Ministry of Justice and posted on the website of the ministry of justice and the bureau.

Addis Ababa September 2023

Hikma Keyredin

In the level of Deputy Mayor

Head of Public Service and Human Development Bureau of Addis Ababa City

Administration