



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE HEAD OF DEPARTMENT: EDUCATION

*Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, *Private Bag X0032, Bisho, 5605,

REPUBLIC OF SOUTH AFRICA: **Website:** www.ecdoe.gov.za : Enquiries: Ms L Sidiya

Email: Lukhanyo.Sidiya@ecdoe.gov.za

INTERNAL MEMORANDUM

TO: ALL DEPUTY DIRECTOR GENERALS
ACTING CFO
ALL CHIEF DIRECTORS
ALL DIRECTORS
ALL CES's-HRD AND LABOUR RELATIONS
DEPUTY DIRECTORS: HRA & P
DEPUTY DIRECTORS: FINANCE
ALL CIRCUIT MANAGERS
ALL PUBLIC-SCHOOL PRINCIPALS
LABOUR UNIONS
SCHOOL GOVERNING BODIES

FROM: HEAD OF DEPARTMENT - EDUCATION

DATE: 25 NOVEMBER 2020

SUBJECT: MANAGEMENT PLAN FOR SELECTION OF EDUCATOR ASSISTANTS AND GENERAL EDUCATION ASSISTANTS IN PUBLIC SCHOOLS

1. This memorandum serves as a management plan for the selection of Educator Assistants (EAs) and General School Assistants (GSAs) to all Public Ordinary and Public Special Schools who will be embarking in the implementation of the Education Employment Initiative (EEI).
2. All Principals are required to strictly adhere to this guideline, no deviations will be accepted as this process will be audited against the funding framework.
3. Cluster Offices, District Directors, Circuit Managers and School Principals are required to monitor and ensure that the project achieves its strategic intent.

MANAGEMENT PLAN FOR SELECTION OF EDUCATOR ASSISTANTS AND GENERAL EDUCATION ASSISTANTS IN PUBLIC SCHOOLS

The following guidelines are to be adhered to by all public schools:

4. The criteria for the appointment of General School Assistants (Other Assistants) is the age cohort of 18 – 35 years
5. The criteria for the appointment of Education Assistants is the age cohort of 18 – 35 years with a formal qualification from NQF level 4 (Matric) to NQF level 7.
6. 80% of the opportunities allocated to each school, are to be created for Education Assistants whilst 20% is to be allocated towards General Education Assistants.
7. All former Educator Assistants and School Support Team's between the ages of 18 – 35 years with/without a formal qualification from NQF level 4 (Matric) to NQF level 7 **must have re-applied** under the new Education Employment Initiative as Education Assistants and/or General School Assistants.
8. The appointment of EA's and GSA's will be implemented on PERSAL and the Department will be responsible for the payment of stipends as well as making the contribution towards the Unemployment Insurance Fund (UIF).
9. The appointed EAs and GSAs will be paid a stipend of R3500.00 per month, less 1% (R35) UIF contribution.

Applicants should submit to the School Principals:

- Z83 Application for employment,
 - Curriculum Vitae,
 - Certified copy of ID document,
 - Certified copies of all relevant qualifications,
 - Signed bank form,
 - Security clearance Certificate from SAPS or character reference form community leader/ward councillor/religious leader,
 - Proof of current Residential address,
 - Proof of Registration with SARS (Tax number).
- (Please see the attached check list for your ease of reference).

MANAGEMENT PLAN FOR SELECTION OF EDUCATOR ASSISTANTS AND GENERAL EDUCATION ASSISTANTS IN PUBLIC SCHOOLS

	ACTIVITY	NOTES	TIMEFRAMES	RESPONSIBILITY
1.	IDENTIFY THE NEED IN SCHOOLS	<p>The Principal and the School Governing Body (SGB) must identify the needs of the school as per their allocation and profile their posts with the below mentioned principles.</p> <ul style="list-style-type: none"> • The 80:20 ratio is to be implemented. • The school must allocate 80% of the recruited personnel to be Educator Assistants and 20% must be General School Assistants. • From the 80% ratio of Educator Assistants each school must have Reading Champions, on average 2 per school. 	13 – 25 Nov 2020	Principal SGB

MANAGEMENT PLAN FOR SELECTION OF EDUCATOR ASSISTANTS AND GENERAL EDUCATION ASSISTANTS IN PUBLIC SCHOOLS

2.	ADVERTISE THE OPPORTUNITY	<p>The Department must advertise the opportunity on all available platforms. Make sure the advert states:</p> <ul style="list-style-type: none"> • Job overview and requirements (as per the attached job specification) • Contract period – 4 months • Applicants to submit applications through Harambee http://sayouth.datafree.co/p/dbe • Confirmation will be received via SMS by applicants • Applicants who do not have access to the online platform, may submit their physical applications (CV) to the relevant schools for schools for manual capture • The captured data will be sent to the Departmental email by the Principal youth.opportunities@ecdoe.gov.za and uploaded onto the Harambee database • Submission details (closing date – 20th Nov 2020, where to submit, etc.) 	13 Nov 2020	Provincial Education Department
----	----------------------------------	---	-------------	---------------------------------

MANAGEMENT PLAN FOR SELECTION OF EDUCATOR ASSISTANTS AND GENERAL EDUCATION ASSISTANTS IN PUBLIC SCHOOLS

3.	SELECTION PROCESS	<ul style="list-style-type: none"> • A consolidated master list must be prepared by the Principal using the master list received from Harambee website. • Establish selection committee/panel. • The appointment letters of the selection committee will be issued by the SGB member who is not part of the selection committee. • Shortlist based on the determined criteria in line with the advertisement. • Keep records (minutes) of selection committee meetings. • The selection committee shortlists a maximum of 5 candidates per post, who meet the requirements of the posts as advertised. • Secretariat/resource person of the committee must invite the shortlisted candidates to the interview by phone and text (sms) messages. 	24 Nov 2020 25 Nov 2020	Principal SGB
4.	INTERVIEW CANDIDATES	<ul style="list-style-type: none"> • The interviews must be convened within the schools, in a venue that allows for compliance with COVID-19 regulations (i.e. social distancing). • Interview candidates one at time and schedule interviews to last for a maximum of 20 minutes per candidate. • Interview questions must be designed in a manner that they test the candidates in relation to the post advertised. • Assess and evaluate the candidate's competencies against the profile of the job. 	26-27 Nov 2020	Principal SGB
5.	POST INTERVIEW ACTIONS	<ul style="list-style-type: none"> • Following the interview process, the selection committee/panel makes recommendations to the District HRA office for compliance check, 	27 - 30 Nov 2020	District HRA District Director

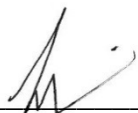
MANAGEMENT PLAN FOR SELECTION OF EDUCATOR ASSISTANTS AND GENERAL EDUCATION ASSISTANTS IN PUBLIC SCHOOLS

		<p>and verification, and to forward the recruitment packs to the District Director for approval.</p> <ul style="list-style-type: none"> • On approval by the District Director, HRA prepares appointment contracts and offer letters. • Inform successful candidates of their selection. • Capture successful applicants who have accepted offers into PERSAL. • Districts are to submit the successful candidates to the Provincial Project Leader to submit to Harambee to inform them. 		
6.	HIRE & INDUCT READING CHAMPIONS	<ul style="list-style-type: none"> • Welcome and help the appointees to settle into their positions and environments at school. • Register appointees on SASAMS and DDD. • Orientation and Induction of appointees at respective schools. 	1 December 2020	Circuit Manager Principal SGB

**MANAGEMENT PLAN FOR SELECTION OF EDUCATOR ASSISTANTS AND GENERAL
EDUCATION ASSISTANTS IN PUBLIC SCHOOLS**

Please note that the function for new registration for tax numbers will be implemented by the department. The appointed EA's and GSA's are required to complete the attached form.

Yours in education services,



MR. T.S. KOJANA
SUPERINTENDENT GENERAL

25/11/20
DATE