



Province of the
EASTERN CAPE
EDUCATION

RECRUITMENT OF UNEMPLOYED YOUTH FOR PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE

The Eastern Cape Department of Education kindly invites unemployed youth between the ages of 18 -35 residing in the Eastern Cape who have interest in applying for positions in schools (within their communities) across the province. This is part of the Presidential Youth Employment Initiative directed towards the Education sector, to employ and capacitate unemployed youth for a period of four months (December 2020 – March 2021)

CLOSING DATE: 20 NOVEMBER 2020

To apply and for more information on different vacancies, visit <https://sayouth.datafree.co/p/dbe>

The appointed youth will be placed in schools to assist with the following:

EDUCATION ASSISTANTS

- Reading champions (Q1 and Q4)
- Maths & Sciences Tutors
- Assistant Farm Managers (Agricultural Schools)
- School Admin
- Remedial Assistants
- ICT Assistants
- Audit Facilitators

GENERAL ASSISTANTS

- Cleaners or Janitors
- Handyman
- Youth care worker
- Food service Assistants
- Facilities Maintenance



JOB REQUIREMENTS AND RESPONSIBILITIES

CATEGORY	JOB PURPOSE	REQUIREMENTS	ROLES AND RESPONSIBILITIES
EDUCATION ASSISTANTS	To provide administrative support to the school and assist teachers by supporting learners with their educational and social developmental needs as well as promoting a safe and secure learning and teaching environment.	<ul style="list-style-type: none"> • South Africa Citizen between the ages of 18 - 35 • Grade 12 or Minimum of NQF Level 4 Qualification • NQF level 6 and 7 will have an added advantage. • Applicants who have a teaching qualification should be prioritised 	<ul style="list-style-type: none"> • Support the teacher with technical preparation of the classroom for teaching and learning and ensure that teaching materials are available and ready for use. • Oversee learners in and out of the classroom settings such as in the library, laboratory, school events and during lunch breaks. • Provide after school support to learners, such as home work classes, sports events, cultural activities and school trips. • Provide services to maintain a safe, secure and clean classroom environment in promotion of the COVID-19 standard operating procedures. • Carry out administrative tasks as required by the school. • Infrastructure data collection and collation.
READING CHAMPION	To improve standard of reading and enhance the implementation of reading strategy	<ul style="list-style-type: none"> • South Africa Citizen between the ages of 18 - 35 • Grade 12 or Minimum of NQF Level 4 Qualification • NQF level 6 and 7 will have an added advantage. • Applicants who have a teaching qualification should be prioritised 	<ul style="list-style-type: none"> • Support teachers who teach reading • Assist teachers to manage reading • Assist teachers in promoting a reading culture in the school and its community • Provide support to learners in schools who have lost teaching and learning time by supporting their reading development by: <ul style="list-style-type: none"> • Helping to set up reading corners and monitor the issuing and return of books; • Helping to set up and manage Reading Clubs; • Involving children in reading and literacy activities; • Organising story-telling and story-sharing activities for children; • Organising reading festivals; • Campaigning for Read to Lead • Be the link between schools and parents by ensuring that learners take books home and that they read them
GENERAL ASSISTANTS	To provide support for the conducive teaching and learning environment	<ul style="list-style-type: none"> • Must be a South African Citizen between the ages of 18 - 35; • Must be able to communicate; • Must have an understanding of Batho Pele Principles; • Willingness to work with learners and • Appropriate experience will be an added advantage; • Good communication skills and friendly disposition 	<ul style="list-style-type: none"> • Cleaning of the school according to the area of deployment (Kitchen, Dormitories, Environment and garden services); • Ensure that all facilities are neat and tidy; • Responsible for the removal of refuse for the school; • Washing ablution facilities, cleaning floors and carpets; • Request purchase and control of cleaning material; • Undertakes daily inspection of the neatness of the school building and premises; • Report any damage to property; • Have patience and willingness to support learners unconditionally and Facility Maintenance

For more information if you have an ID number: <https://sayouth.datafree.co/p/dbe> to register

Help line number: 0800 727272

If you do not have an ID Number follow the link: <http://bit.ly/schoolassistantEC>



“BUILDING THE EASTERN CAPE WE WANT”