



Province of the  
**EASTERN CAPE**  
EDUCATION

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**OFFICE OF THE SUPERINTENDENT-GENERAL**

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Enq: L. sidiya  
Date: 20 May 2020

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**TO :** CHIEF DIRECTOR : CLUSTER A  
CHIEF DIRECTOR : CLUSTER B  
ALL DISTRICT DIRECTORS  
ALL SCHOOLS  
SCHOOL GOVERNING BODIES  
ALL LABOUR UNIONS

**FROM :** SUPERINTENDENT GENERAL

**SUBJECT :** RECRUITMENT AND PLACEMENT OF UNEMPLOYED INDIVIDUALS  
IN PUBLIC ORDINARY AND SPECIAL SCHOOLS AS SCHOOL  
SUPPORT TEAMS DURING COVID-19


**DATE :** 20 MAY 2020

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1. In ensuring adherence to the **COVID-19** regulations the Department will embark on the recruitment and placement of unemployed individuals in all public ordinary and special schools as school support teams for a period of 3 months.
2. This is in line with the proposal that was announced by the Minister, as means of ensuring that all schools are hygienic and safe during **COVID-19**.
3. All Principals of public ordinary and special schools are requested to facilitate recruitment and placement of school support teams through School Governing Bodies.
4. The table below details all actions that are required to be carried out by all schools to ensure that the above intervention achieves its intended purpose.

Category	Job Function	Action Required	Stipend	Responsibility
<b>School Support Team</b>	Maintenance of hygiene in the classrooms. Monitor the compliance – Social distancing, sanitizing and Screening	Recruitment of unemployed individuals and placed in schools as support staff.  Schools with more than 1 000 learners is eligible to recruit and place maximum of 4 unemployed individuals.  Schools with less than 1 000 learners is eligible to recruit and place 3 unemployed individuals.  Schools with less than 300 learners is eligible to recruit and place 2 unemployed individuals.	R2 500pp	School Principal

5. After recruitment is finalised, all documents are to be captured on **SA-SAMS** or emailed to [lukhanyo.sidiya@ecdoe.gov.za](mailto:lukhanyo.sidiya@ecdoe.gov.za). The form attached as Addendum A should be emailed if it is not captured on SA-SAMS.
6. The funds will be transferred to schools for processing of payment of stipends.


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**MR T. KOJANA**  
**SUPERINTENDENT GENERAL**  
**DEPARTMENT OF EDUCATION**

21/05/20  
DATE