

DIRECTIVE ON THE APPOINTMENT OF SCHOOL SUPPORT TEAMS AND EDUCATOR ASSISTANTS



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE HEAD OF DEPARTMENT: EDUCATION

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INTERNAL MEMORANDUM

TO: DEPUTY DIRECTORS GENERAL
ACTING CFO
CHIEF DIRECTORS
DIRECTORS
DEPUTY DIRECTORS: HRA&P
DEPUTY DIRECTORS: FINANCE
CIRCUIT MANAGERS
SPECIAL SCHOOL PRINCIPALS

FROM: THE HEAD OF DEPARTMENT - EDUCATION

DATE: 02 NOVEMBER 2020

SUBJECT: DIRECTIVE ON THE APPOINTMENT OF SCHOOL SUPPORT TEAMS AND EDUCATOR ASSISTANTS

1. Kindly note; Internal Memorandum issued on 28 October 2020, "Recruitment and placement of unemployed individuals to all public and special schools as educator assistants and other assistants" has the reference.
2. The purpose of this HRM& D directive is to give clarity and way forward on the procedure for extending the contract appointment of School Support Teams (SST's) and Educator Assistants (EA's) for another period of Four (4) months starting from 2 November 2020 to 28 February 2021.

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3. All SST's appointed by the School Governing Bodies (SGB), who meet the requirements as stipulated in Numbers 6 and 7, should come back to the same schools and assume duties on 2 November 2020.
4. Schools are requested to replace all SST's and EA's who do not meet the requirements as per Numbers 6 and 7.
5. Kindly note the amendment of the age from **18-35 years** of age.
6. Department has decided to extend the contract appointment of these SST's as per the following procedure;

Appointment of School Support Teams (SST's)

- a. The Department will be responsible for the payment of stipend as well as making the contribution towards the Unemployment Insurance Fund (UIF). The SST's will be appointed in accordance with the Public Service Act No. 103 of 1994.
- b. They will be paid a stipend of R3500.00 less 1% UIF contribution.
- c. They should be unemployed youth who are 18-35 years old.
- d. Applicants should submit the Z83 Application for employment, CV, Certified copy of ID document, Certified copies of all relevant qualifications, Signed bank form, Security clearance Certificate from SAPS, Proof of current Residential address and Proof of Registration with SARS (Tax number) to the School Principals.
- e. School Principals should submit the above documents along with the signed contract between the SGB and the employee to their respective Circuit Managers on or before Friday, 6 November 2020. Circuit Managers should verify the documentations and submit these documents to the Assistant Director: HRA&P not later than Tuesday, 10 November 2020. Late submission means late payment of stipend.

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7. Appointment of Educator Assistants (EA's)

- a. The Department will be responsible for the payment of stipend as well as making the contribution towards the Unemployment Insurance Fund (UIF). The EA's will be appointed in accordance with the Public Service Act No. 103 of 1994.
 - b. They will be paid a stipend of R3500.00 less 1% UIF contribution.
 - c. EA's should be in possession of a Post Matric Qualification. (Minimum NQF Level- 5). They should be unemployed youth who are 18-35 years old.
 - d. Applicants should submit the Z83 Application for employment, CV, Certified copy of ID document, Certified copies of all relevant qualifications, Signed bank form, Security clearance Certificate from SAPS, Proof of current Residential address and Proof of Registration with SARS (Tax number) to the School Principals.
 - e. School Principals should submit the above documents along with the signed contract between the SGB and the employee to their respective Circuit Managers on or before Friday, 6 November 2020. Circuit Managers should verify the documentations and submit these documents to the Assistant Director: HRA&P not later than Tuesday, 10 November 2020. Late submission means late payment of stipend.
8. Districts should appoint the SST's and EA's as abnormal appointments in PERSAL and implement UIF for SST's and EA's. They should be employed for a period of 4 months commencing from 2 November 2020 to 28 February 2021.

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9. Deputy Directors HRA&P are encouraged to contact Mr Jose Daniel for more information on the procedure of appointing these SST's and EA's. District offices should ensure that all these SST's and EA's stipend is paid by 30 November 2020.
10. Kindly bring the contents of this directive to the attention of all employees under your supervision. If you need any further information regarding this directive, you may contact Ms Lukhanyo Sidiya at lukhanyo.sidiya@ecdoe.gov.za or Mr Jose Daniel at jose.daniel@ecdoe.gov.za

Your full co-operation in this regard will be appreciated.


MR TS KOJANA
HEAD OF DEPARTMENT
EDUCATION

02/11/2020
DATE