



OFFICE OF THE SUPERINTENDENT GENERAL

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INTERNAL MEMORANDUM

TO: ALL DDG'S
ALL CHIEF DIRECTORS
ALL DIRECTORS
ALL SCHOOL PRINCIPALS
ALL EDUCATORS
ALL SCHOOL GOVERNING BODIES
ALL TEACHER UNIONS

FROM : SUPERINTENDENT-GENERAL

SUBJECT: RECRUITMENT AND PLACEMENT OF UNEMPLOYED INDIVIDUALS
TO ALL PUBLIC AND SPECIAL SCHOOLS AS EDUCATOR
ASSISTANTS AND OTHER ASSISTANTS

DATE: 28 OCTOBER 2020

Background

The Department of Basic Education submitted funding requests to National Treasury for THE Presidential employment initiative. This is part of a proactive response, government introduced to recover from COVID-19 pandemic, to create employment opportunities for young, unemployed South Africans. This Employment Initiative is part of a public investment in a mass employment strategy to activate and encourage economic activity. The Eastern Cape Department of Education has an allocation to recruit 55803 Educator Assistants and Other Assistants.

Instruction

A hybrid approach will be utilized in two phases. The first phase will focus on the extension of contracts as part of implementing this strategy to recruit qualifying School Support Teams:



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Extending contracts of School Support Teams (SSTs) who qualify to become Education Assistants (EAs) and Other Assistants (OAs) for a fixed period of four months. **(NB: Extension of contract must be Based on good performance).**

Qualifying criteria in line with Education Employment Initiative Grant:

- i. Education Assistants (EAs) should be unemployed youth who are 18 – 24 years old,
- ii. Other Assistants should (OAs) be in possession of a minimum of Grade 12 / NQF Level 4 qualification,

This memorandum serves as an intention to allow schools to start with the recruitment process whilst the Department awaits the allocation letter from Provincial Treasury. The actual date for assumption of duty will be communicated to schools and phase 2 for recruitment. The recruitment of EAs will be community based therefore, schools are instructed to recruit candidates from their locality. Key role players in the recruitment and selection will be the School Governing Bodies (SGBs) and the School Management Teams (SMTs).

The EAs will be paid a stipend of R3 500 per month. The Department will be responsible for payment of the stipend as well as making the contribution towards the Unemployment Insurance Fund (UIF). The EAs and OAs will be appointed in accordance with the Public Service Act No. 103 of 1994. District offices are requested to Monitor and support the implementation of the Basic Education Sector Employment Initiative in schools. The Districts are requested to Orientate School Principals and SGB Chairpersons on the recruitment, conditions of employment as well as roles and responsibilities of the EAs and SSTs.

Yours in education,



TS KOJANA
SUPERINTENDENT GENERAL

28/10/20
DATE