



Province of the
EASTERN CAPE
EDUCATION

COMMUNICATION CHANNELS IN THE PRESIDENTIAL EMPLOYMENT INITIATIVE



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Overview



- For proper communication in the Presidential Employment Initiative programme, it is critical to outline the chain of command and hierarchical levels in the Project Structure for Project Team Members, Employees of the Department, Stakeholders, Educator Assistants (EAs) and General Assistants (GAs)
- Section 31(1)(a) of the Constitution entrenches every person's right to gain access to any information held by the state. This chapter on PAIA and POPI Act should be read in line with the PAIA and POPI Manual of the Department of Basic Education issued in 2021.
- This communication will then provide the hierarchy of the Project, Project stakeholders as well as Project Stakeholders information to ensure that internal and external stakeholders are aware about channels of communication.

PROJECT STRUCTURE



- PROJECT LEADER
- PROJECT MANAGER
- PROJECT COORDINATOR
- DISTRICT PROJECT MANAGER
- PROJECT COORDINATOR: HRA & P
- PROJECT COORDINATOR: FINANCE
- PROJECT COORDINATOR: HRD & LABOUR
- PROJECT COORDINATOR: CURRICULUM
- PROJECT COORDINATOR: CMC HEAD
- PROJECT MANAGER: CIRCUIT
- PROJECT MANAGER: SCHOOL MANAGEMENT

CHANNELS OF COMMUNICATION FOR EAs & GSA

NB: ENQUIRIES CAN AND MUST BE ADDRESSED BY ADHERING TO THE FOLLOWING COMMUNICATION PROTOCOL:



- ↓ PRINCIPAL
- ↓ CIRCUIT MANAGER
- ↓ CMC HEAD
- ↓ DISTRICT PROJECT COORDINATOR
- ↓ DISTRICT PROJECT MANAGER
- ↓ PROVINCIAL PROJECT COORDINATOR
- ↓ PROJECT MANAGER
- ↓ PROJECT LEADER

CONTACT DETAILS OF THE PROJECT MANAGEMENT TEAM

PROVINCIAL TEAM

	Role	Name	Surname	E-Mail	Mobile No.	Province
1	Project Leader	Sihle	Mnguni	sihle.mnguni@ecdoe.gov.za	0833244388	
2	Project Manager	Lukhanyo	Sidiya	lukhanyo.sidiya@ecdoe.gov.za	0739236960	Province
3	Provincial Admin	Buhle	Madonsela	buhle.madonsela@ecdoe.gov.za	0829795710	Province
4	Provincial Admin	Mbuyiseli	Sandi	mbuyeseli.sandi@ecdoe.gov.za	0605300672	Province
5	Provincial Admin	Nelson	Skalk	nelson.skalk@ecdoe.gov.za	0833021842	Province
6	Provincial Admin	Luthando	Njobe	luthando.njobe@ecdoe.gov.za	0737027123	Province
7	Provincial Admin	Mfanawethu	Cele	mfanawethu.cele@ecdoe.gov.za	0837536547	Province
8	Provincial Admin	Ntsikelelo	Vazi	ntsikelelo.vazi@ecdoe.gov.za	0833782739	Province
9	Provincial Admin	Bukeka	Mngqolo	bukeka.mngqolo@ecdoe.gov.za	0833999278	Province
10	Provincial Admin	Babalwa	Gwele	babalwa.gwele@ecdoe.gov.za	0632929939	Province
11	Provincial Admin	Khayalakhe	Molaoa	khayalakhe.molaoa@ecdoe.gov.za	0824242754	Province
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16	Provincial Admin	Lethu	Ndzube	lethu.ndzube@ecdoe.gov.za	0716408778	Province
17	Provincial Admin	Nyameka	Tokwe-Mgijima	Nyameka.Tokwe-Mgijima@ecdoe.gov.za	0833244418	Province
18	Provincial Admin	Simon	Ncapayi	Simon.Ncapayi@ecdoe.gov.za	0829689730	Province
19	Provincial Admin	Qiqile	Msiwa	Qiqile.Msiwa@ecdoe.gov.za	0763947813	Province

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	Role	Name	Surname	E-Mail	Mobile No.	Province
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4	District Admin	Z.	Khuzwayo	Zoleka.Khuzwayo@ecdoe.gov.za	0839907931	Alfred Ndzo east
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7	District Admin	N.R.W.	De Bruyn	Nicolaas.Debruyn@ecdoe.gov.za	0823396392	Chris Hani West
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12	District Admin	M.G.	Mbangeni	Monwabisi.Mbangeni@ecdoe.gov.za	0605300987	Alfred zo west

PROJECT COORDINATORS: HRD

No.	Initial	Surname	E-Mail	Contact	District
1	T	TSHEKO	Toto.Tsheko@ecdoe.gov.za	0605238324	Buffalo City Metro
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12	N	GODANA	ntombekhaya@ecdoe.gov.za	0719265020	Chris Hani West (Deputy Director – HRD)

PROJECT COORDINATORS HRA & P

	DISTRICT	NAME	CONTACT DETAILS	EMAIL ADDRESS
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3	AMATHOLE EAST	N/A	N/A	N/A
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11	OR TAMBO INLAND	Lindile Lawrence Mcinga	0'605238584 / 0'837474197	Lindile.Mcinga@ecdoe.gov.za
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CIRCUIT MANAGERS

District	CIRCUIT NAME	NAME OF CIRCUIT MANAGER	TEL NUMBER	CELL NUMBER	E-MAIL
1 ALFRED NZO EAST	CIRCUIT 1	VACANT	N/A	N/A	
2 ALFRED NZO EAST	CIRCUIT 2	MRS N.A THUKWANA	039 251 0417	0835073912	N/A
3 ALFRED NZO EAST	CIRCUIT 3	MR M MAHLABA	039 251 0417	082 605 4089	mpumie123@gmail.com;
4 ALFRED NZO EAST	CIRCUIT 4	MRS HB MABHENGU	039 251 0417	0836899374	monwabisi.mahlaba@gmail.com;
5 ALFRED NZO EAST	CIRCUIT 5	MR N.A MAGWACA	039 251 0417	0718861689	Hazel.mabhengu@ecdoe.gov.za;
6 ALFRED NZO EAST	CIRCUIT 6	VACANT	N/A	N/A	nathitolo@yahoo.com;
7 ALFRED NZO EAST	CIRCUIT 7	MRS Y.H MAGIDELA	039 251 0417	0605305260	N/A
8 ALFRED NZO EAST	CIRCUIT 8	MR. H. N. BONGOZA	392510417	605232672	yhmagidela@gmail.com;
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12 ALFRED NZO WEST	SIMAKA MAK	MR G.T SPENCER	392540039	0727581237	masuoapuleng@gmail.com;
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					Maka.sibutha@ecdoe.gov.za;

CIRCUIT MANAGERS

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CIRCUIT MANAGERS

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4	AMATHOLE EAST	CIRCUIT 10	MR ZOKWE M.V.	076 624 3922	076 624 3922	zokwem@gmail.com;
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CIRCUIT MANAGERS

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11	AMATHOLE WEST	CIRCUIT 4	VACANT	N/A	N/A	N/A
12	AMATHOLE WEST	CIRCUIT 5	VACANT	N/A	N/A	N/A
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CIRCUIT MANAGERS

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12	CHRIS HANI EAST	SISONKE	MR . SGNKOMO	0478730313	0608208585/ 0603971478	sgnkomo@gmail.com;
13	CHRIS HANI EAST	MZANTSI	MR. L. DWADWA/ CMC HEAD	0478730313	0832649654	idwadwa@yahoo.com;
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20	Nombongo B. Mntambo	IsiXhosa HL/ FAL Intermediate Phase	0660739417 sengimntambo@gmail.com	CHW
21	Nqabakazi Sobinta	IsiXhosa HL & Intermediate Phase	0833412061 nqabakazimhlontlo@yahoo.com	CHW
22	Mzikazi Nkele	IsiXhosa HL & FAL IP & SP	073 7000801 mzikazinkele@gmail.com	Sara Baartman

CURRICULUM – GET GRADES 4-7 MATHEMATICS SUBJECT ADVISORS

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18	Gilbert Prince	gilbert.prince@ecdoe.gov.za	50396013	0725840579	Sarah Baartman
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CURRICULUM – GET GRADES 4-7 MATHEMATICS SUBJECT ADVISORS

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30	Zukiswa Mshudulu	zmshudulu@gmail.com	52108074	0737023504	Chris Hani East
31	Wayne Fray	waynefray@hotmail.com	51774470	0793524198	Buffalo City

CURRICULUM – GET FOUNDATION PHASE (GRADES 1 TO 3) SUBJECT PLANNERS AND SUBJECT ADVISORS

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2	Thembisa	Jompolo	Tembisa.jompolo@ecdoe.gov.za/ tjompolo@yahoo.com	Head office	0731546288	English FAL& Afrikaans HL

FOUNDATION PHASE (Grades 1 to 3)- LANGUAGES SUBJECT ADVISORS

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4	Ntombentsha	Mpofu	ntombentsha.mpofui@ecdoe.gov.za	Amathole West	0735962901	Languages
5	Noluxolo	Salaze	noluxolo.salaze@ecdoe.gov.za	Sarah Baartman	0634176052	Languages

FOUNDATION PHASE (Grades 1 to 3)- LANGUAGES SUBJECT ADVISORS

	Name	Surname	Email Address.	District	Contact number	Subject
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18	Nolubabalo Grace	Debe	Nolubabalo.debe@ecdoe.gov.za	Amathole West	0734873099	IsiXhosa HL
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21	Nomvuyo Harriet	Radasi	Nomvuyo.radasi@ecdoe.gov.za	Sarah Baartman	0834874905	First Additional Languages
22	Dieketseng Olga Letittia	Setsubi	letittia.setsubi@ecdoe.gov.za	Alfred Nzo West	0836971395	English First Additional Language
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ROLES AND RESPONSIBILITIES

Project Stakeholder

Project leader

Responsibility

- Manage any changes, impacts or risks to the program or projects and their relationship to other projects and work.
 - Plan and coordinate program-related activities and ensure project plans align with the overarching program plan.
 - Effectively utilize and manage the people and resources involved in the program.
 - Ensure risk management process and issue escalation guidelines are in place.
 - Effectively delegate, motivate, coach and mentor program team members and project managers.
 - Manage program risk contingencies.
 - Reports and communicates with the programme sponsor and stakeholders on program benefits and financials.
 - Ensure the project is aligned with the strategic goals of the organisation.
 - Ensure the project output meets the needs of the customer's organisation.
- Provide funding for the project

Project Manager

Responsibility

- Liaise with the project sponsor and program manager to ensure project objectives are achieved.
- Manage project scope, risks and stakeholder expectations to ensure integration of project activities.
- Manage project variations and changes and maintain the change control process.
- Coordinate and prepare regular progress reports and communication with key stakeholders.
- Establish project administration systems, document control and record management processes.
- Prepare, manage, review and update project documentation including risk and communications plans in conjunction with project team members.
- Manage project costs through cost estimating, budgeting, monitoring and contingency management.
- Ensure appropriate quality standards and quality assurance requirements are met.

ROLES AND RESPONSIBILITIES

Responsibility

- Liaise with suppliers, consultants and contractors as required.
 - Ensure the project schedule is maintained and regularly report progress.
 - Manage the risk management process, including the development of contingency plans, reviewing residual risks and escalating risks that cannot be managed at the project level.
 - Monitor overall progress, use of resources and initiate corrective action where necessary.
 - Coordinate handover and completion activities and documents.
 - Identify and document lessons learned during the project.
- Ensure the project meets its legislative obligations

Head Office Project Coordinator

Responsibility

- Lead in the delivery of a sub-project in the area of specialization
 - Draft Guideline in the area of Specialization
 - Constitute a forum/committee for the specific in-line with area of operation with Districts
 - Make decisions on resource assignments and monitor team performance, providing feedback as required.
 - Manage and integrate activities through delivery of series of activities that are planned, scheduled, performed and controlled.
 - Manage the budget allocated in-line with area of specialization.
 - Ensure the integrity of work assigned and coordinate with other project coordinators to ensure project delivery.
 - Report progress, including potential delays and issues, to the project manager.
 - Identify, report and act on potential problems and risks.
- Identify and act on conflicts of interest within or external to the project

ROLES AND RESPONSIBILITIES

District Project Manager

Responsibility

- Manage, support, coordinate the implementation of the Presidential Education Sector Employment Initiative (PEEI).
 - Ensure reports for the PEEI are submitted bi-weekly to the Provincial Project Team.
 - Inform the Provincial Project Team timeously of all challenges on the implementation, to resolve.
 - Ensure efficiency and effectiveness in all processes of implementation of the project
 - Attend and attend to all Provincial Project Team Meetings.
 - Provide input about the final evaluation and closeout report of the project.
- Oversee that all functions of District Project Coordinators, CMC Project Coordinators, Circuit Project Manager and School Project Manager.

District Project Coordinators

Responsibility

- Disseminate and interpret information about all the Guidelines on the Implementation of the Education Employment Initiative inline with the area of operation to CMC Heads, Circuit Managers and Community at large.
- Ensure appropriate systems are in place in-line with the area of operation for the implementation of the Guideline.
- Ensure proper coordination of guidelines within the area of specialization.
- Monitor the implementation of the guideline by Circuit Managers and School Principals
- Report and act on potential delays and issues to the District Project Manager/ Head Office Project Coordinator.
- Take a genuine interest in the project's outcomes and overall success.
- Act on opportunities to communicate positively about the project.
- Attend to all enquiries about the programme from Circuits, school principals and community at large.

ROLES AND RESPONSIBILITIES

CMC Project Coordinators

Responsibility

- Disseminate and interpret information about all the Guidelines on the Implementation of the Education Employment Initiative to Principals in his / her Circuit and Community at large.
 - Ensure Circuit Managers oversee the recruitment and selection of EAs & GSA inline-with the recruitment Guidelines.
 - Ensure Circuit Managers oversee the contracting of EAs and GSA and issuing of appointment letters in accordance to recruitment the guidelines.
 - Oversee the capturing of appointment information on Bhelela and SASAMS by ensuring that instruction notes are adhered to.
 - Oversee the Loading of monthly attendance registers on Bhelela system by School Principals and are Consolidated by Circuit Managers.
 - Oversee the Capturing of payment information on Bhelela system and that is properly coordinated by Circuit Managers.
 - Oversee implementation of trainings and record keeping.
 - Oversee that all guidelines are adhered to.
 - Attend to any disciplinary process thereof.
 - Report and act on potential delays and issues to the District Project Coordinators / Project Managers.
 - Take a genuine interest in the project's outcomes and overall success.
 - Act on opportunities to communicate positively about the project.
- Attend to all enquiries about the programme from Circuits, school principals and community at large

ROLES AND RESPONSIBILITIES

Circuit Project Manager (Circuit Manager)

Responsibility

- Disseminate and interpret information about all the Guidelines on the Implementation of the Education Employment Initiative to Principals in his / her Circuit and Community at large.
 - Oversee the recruitment and selection of EAs & GSA inline-with the recruitment Guidelines.
 - Oversee the contracting of EAs and GSA and issuing of appointment letters in accordance to recruitment the guidelines.
 - Supervise the capturing of appointment information on Bhelela and SASAMS by ensuring School Principals adhere to departmental instruction notes.
 - Ensure the loading of monthly attendance registers on Bhelela system by School Principals.
 - Supervise the capturing of payment information on Bhelela system.
 - Ensure implementation of trainings and record keeping.
 - Ensure that all guidelines are adhered to.
 - Attend to any disciplinary process thereof.
 - Report and act on potential delays and issues.
 - Take a genuine interest in the project's outcomes and overall success.
 - Act on opportunities to communicate positively about the project.
- Attend to all enquiries about the programme from school principals and community at large.

ROLES AND RESPONSIBILITIES

School Project Manager (School Principal)

Responsibility

- Disseminate and interpret information about all the Guidelines on the Implementation of the Education Employment Initiative to SMT, SGB's and Community at large.
 - Recruitment of EAs & GSA inline-with the recruitment guidelines.
 - Contracting of EAs and GSA and issuing of appointment letters in accordance to recruitment the guidelines.
 - Capturing of appointment information on Bhelela and SASAMS following departmental instruction circulars.
 - Conduct Orientation to all EAs and GSA appointed in the school.
 - Loading of monthly attendance registers on Bhelela system.
 - Capturing of payment information on Bhelela system.
 - Conduct nomination for training, ensure that appropriate resources for training, keep training records and facilitate trainings.
 - Ensure that all guidelines are adhered to.
 - Report and act on potential delays and issues.
 - Take a genuine interest in the project's outcomes and overall success.
 - Act on opportunities to communicate positively about the project.
- Attend to all enquiries about the programme from the participants and community at large.