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

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**RECRUITMENT OF UNEMPLOYED YOUTH FOR PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE**

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**EDUCATION ASSISTANTS**

- To provide administrative support in 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.
  - must be a South African Citizen between the ages of 18 - 35
  - Grade 12 or National Certificate
  - Additional advantage for applicants with a teaching qualification should be prioritised

**READERSHIP CHAMPIONS**

- To improve the standard of reading and enhance the implementation of a reading strategy
  - must be a South African Citizen between the ages of 18 - 35
  - Grade 12 or National Certificate
  - Additional advantage for applicants with a teaching qualification should be prioritised

**GENERAL ASSISTANTS**

- To provide support for the conducive teaching and learning environment
  - must be a South African Citizen between the ages of 18 - 35
  - Must be able to communicate
  - Must have an understanding of Rules and Routines
  - Willingness to work with learners
  - Appropriate experience will be an added advantage
  - Good communication skills and friendly disposition

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**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 Maintance

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**JOB REQUIREMENTS AND RESPONSIBILITIES**

<table>
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<tr>
<th>CATEGORY</th>
<th>JOB PURPOSE</th>
<th>REQUIREMENTS</th>
<th>ROLES AND RESPONSIBILITIES</th>
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<tr>
<td>EDUCATION ASSISTANTS</td>
<td>To provide administrative support in 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.</td>
<td>must be a South African Citizen between the ages of 18 - 35, Grade 12 or National Certificate qualification, Additional advantage for applicants with a teaching qualification should be prioritised</td>
<td>Support teachers with technical preparation of the classroom for teaching and learning and ensure that teaching materials are available and ready for use. Must oversee learners in and out of the classroom settings such as in the library, laboratories, school events and during lunch breaks. Provide after-school support to learners, such as homework classes, sports events, cultural activities and school trips. Provide services to maintain the school premises and promote the COVID-19 standard operating procedures. Carry out administrative tasks as required by the school. Support infrastructure data collection and repairs.</td>
</tr>
<tr>
<td>READING CHAMPION</td>
<td>To improve the standard of reading and enhance the implementation of a reading strategy.</td>
<td>must be a South African Citizen between the ages of 18 - 35, Grade 12 or National Certificate qualification, Additional advantage for applicants with a teaching qualification should be prioritised</td>
<td>Should be involved in reading development by: Involving in setting up reading corners and monitor the reading and review of books. Involving in setting up and managing Reading Clubs. Organizing story-telling and story-sharing activities for children. Organizing reading festivals. Campaigning for Read to Lead.</td>
</tr>
<tr>
<td>GENERAL ASSISTANTS</td>
<td>To provide support for the conducive learning and teaching environment</td>
<td>must be a South African Citizen between the ages of 18 - 35, Must be able to communicate, Must have an understanding of Rules and Routines, Willingness to work with learners and Appropriate experience will be an added advantage. Good communication skills and friendly disposition.</td>
<td>Ensure that all facilities are neat and tidy. Must be responsible for the removal of refuse for the school. Must be responsible for cleaning rooms and corridors. Must ensure that cleanliness, education ünd cleanliness is maintained. Must be able to help with the daily inspection of the cleanliness of the school buildings and premises. Must help in any damage to property. Must be patient and willing to support learners unconditionally and facility maintenance.</td>
</tr>
</tbody>
</table>