HUMAN RESOURCE DEVELOPMENT
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TO: SUPERINTENDENT GENERAL
ALL DDG’s
ALL CHIEF DIRECTORS
ALL CLUSTER CHIEF DIRECTOR
ALL DIRECTORS
ALL DISTRICT DIRECTORS
ALL PRINCIPALS
ALL SASAAMS COORDINATORS

FROM: PROJECT MANAGER - EEI

SUBJECT: INSTRUCTION: CAPTURING OF APPOINTED EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS ON SASAAMS BY ALL SCHOOLS

DATE: 6 FEBRUARY 2021

1. Eastern Cape Department of Education has successfully appointed unemployed youth as Education Assistants (EAs) and General School Assistants (GSAs) in the Province through the Education Employment Initiative (EEI) project in all schools.

2. The Education Employment Initiative project is entering into its second phase of implementation which is training of appointed EAs and General School Assistants GSAs.

3. Schools are requested to capture all appointed EAs and GSAs on SASAAMS according to their classification of occupational categories.
4. The EAs and GSAs occupational categories are as follows:

<table>
<thead>
<tr>
<th>GSA's OCCUPATIONAL CATEGORIES</th>
<th>EA’s OCCUPATIONAL CATEGORIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handy Man &amp; Janitors</td>
<td>Reading Coach</td>
</tr>
<tr>
<td>School Cleaners</td>
<td>ICT Cadre</td>
</tr>
<tr>
<td>Hostel Food Services</td>
<td>Maths and Science Tutor</td>
</tr>
<tr>
<td>Audit Champions</td>
<td>Youth Care Worker</td>
</tr>
<tr>
<td>Farm Assistant Manager &amp; Assistants</td>
<td></td>
</tr>
<tr>
<td>OHS Officers</td>
<td></td>
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<tr>
<td>Admin Assistants</td>
<td></td>
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</tbody>
</table>

5. Schools are also required to ensure that the capturing of EAs and GSAs on SASAAMS reflects their gender profiles as well as disability if applicable.

6. The capturing of information for EAs and GSAs on SASAAMS will assist in the implementation of trainings as they will be implemented per occupational category.

7. Your corporation in this regard is highly appreciated.

Yours in Quality Education

L. SIDIYA
PROJECT MANGER - EEI