



OFFICE OF THE HEAD OF DEPARTMENT

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TO: ALL DDG's
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ALL DIRECTORS
ALL DISTRICT DIRECTORS
ALL SCHOOL PRINCIPALS
ALL SCHOOLS
ALL SCHOOL GOVERNING BODIES
ALL LABOUR UNIONS

FROM: HEAD OF DEPARTMENT

SUBJECT: SIGNING OF PERFORMANCE AGREEMENT BY EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS PARTICIPATING IN THE PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE PHASE 2

DATE: 18 NOVEMBER 2021

1. This memo serves to instruct all schools participating in the Presidential Youth Employment Initiative (PYEI) Phase 2 to ensure that all appointed Education Assistants (EAs) and General School Assistants (GSAs) sign performance agreement.
2. The signing of performance agreements will ensure that schools and the project team monitor the performance of EAs and GSAs in line with the objectives of the PYEI framework.
3. Principals are to ensure that EAs and GSAs sign their performance agreement within 20 days from the date of appointment.
4. EAs and GSAs performance will be monitored in accordance to their job description as outlined in their job category.



5. Attached with the memo is the Performance Agreement to be used by all schools accompanied by Annexures of job descriptions per category as well as the monthly performance reporting template.
6. Schools are required to submit the monthly performance report every month together with the stipend request forms.

Yours in quality education

DR N. MBUDE
HEAD OF DEPARTMENT