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## HUMAN RESOURCE DEVELOPMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
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### INTERNAL MEMORANDUM

**TO :** ALL DISTRICT DIRECTORS  
DEPUTY DIRECTOR – PSA EMPLOYEE RELATIONS &  
PERFORMANCE MANAGEMENT  
CES: HRD & LABOUR RELATIONS  
ASSISTANT DIRECTOR: HRD  
BURSARY COORDINATOR  
EMPLOYEE BURSARY HOLDERS

**FROM :** DIRECTOR – HRD

**DATE :** 28 NOVEMBER 2023

**SUBJECT :** PROVINCIAL GUIDELINES FOR EFFECTIVE IMPLEMENTATION  
OF BURASARY PROGRAMME FOR ALL CONTINUING BURSARY  
AWARDEES AND NEW APPLICANTS FOR 2024 ACADEMIC YEAR

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1. The Department has noticed with concern the delays in the implementation of the Bursary Programme due to the following challenges:
  - Late Registration to Higher Education Institutions.
  - Applicants submitting insufficient documents.
  - Applicants failing to complete the online skills audit questionnaire that was made available to all employees on the Departmental website and internal communication.
  - Applicants applying for qualifications that are not aligned to the priorities of the Department.
  - Delays in submission of results
  - Changing area of study without notifying the Department
2. As means of addressing the above challenges, the Department requests all bursary awardees and potential awardees use this guideline as it clearly outlines the roles and responsibilities of each stakeholder of the bursary programme.
3. Bursary holders are to provide HRD with results at the end of every academic year as a way of monitoring the academic progress. Kindly note that results are a prerequisite before payment is implemented.



4. The table below details activities that are to be employed and serves as a Provincial Bursary Guideline that will be implemented across all 12 Districts of the ECDoE including Head Office. (Office Based and School Based Employees):

ACTIVITY	TIME FRAME	RESPONSIBILITY
<b>New Applications</b>		
Advert Issued to all employees	October 2023	HRD
Application Closing date	30 November 2023	All Applicants
Bursary processing – Data capturing and analysis	10 – 12 January 2024	District Bursary Coordinator Provincial Bursary Coordinator
Bursary Selection and Awarding (Head Office and Districts)	15 – 26 January 2024	Bursary Subcommittees
Contracting and Induction of newly awardees	26 – 30 January 2024	Provincial Bursary Coordinator
Submission of statement of accounts and proof of registrations	05 - 09 February 2024	Bursary Holders
Submission of bursary information to the head office for data consolidation	05 - 09 February 2024	District Bursary Coordinators



ACTIVITY	TIME FRAME	RESPONSIBILITY
<b>Continuing Students</b>		
Submission of Results by continuing Bursary Holders and Proof of Registration	15 – 26 January 2024	Bursary Holder
Issuing of Bursary Confirmation Letters for all continuing students who are progressing to the next level of study.	19 – 23 February 2024	Provincial Bursary Coordinator
Invoicing and processing of payment	April 2024 – 28 June 2024	Provincial Bursary Coordinator
Issuing of Proof of Payment to all Universities	April 2024 – 28 June 2024	Provincial Bursary Coordinator
Bursary Monitoring	April 2024 – March 2025	Provincial Bursary Coordinator

5. All bursary holders are requested to strictly adhere to the Provincial Guidelines. Failure to adhere will result into delays in the payment or non-payment at all.
6. Please submit all the expected documents to your District Bursary Coordinator, for Head Office Officials may submit to the Provincial Bursary Coordinator (**placed in Human Resource Development Office**):

#### CONTACT DETAILS OF DISTRICT BURSARY AND PROVINCIAL BURSARY COORDINATORS

DISTRCT	OFFICE	BURSARY COORDINATOR	CONTACT NUMBERS
ALFRED NZO EAST	Department of Education, 87 Main Street, Bizana, 4800	Mr. B Nojovu	079 251 5666
ALFRED NZO WEST	Corner Nkosi Senyukele Jojo & Ntsizwa Street, Mount Ayliff	Ms. N Mabetshe	073 613 0259



DISTRCT	OFFICE	BURSARY TRAINING COORDINATOR	CONTACT NUMBERS
AMATHOLE EAST	Butterworth College, Mission Location, Butterworth, 4960	Ms. Zanele Ntshongo	073 229 0182
AMATHOLE WEST	Cape College Building, Healdton Road, Fort Beaufort, 5720	Ms. Thandile Hobongwa	065 928 6592
CHRIS HANI EAST	Chris Hani East, Prefab Complex, Market Street, Ngcobo, 5050	Ms. N Tonjeni	078 608 1827
CHRIS HANI WEST	Chris Hani West, Batandwa Ndondo Komani Office Park, Queenstown, 5320	Mrs. Ntombosindiso Mxhayi	073 223 7025
BUFFALO CITY METRO	Dr WB Rubusana Building No. 23, Mazawule Street, N U 1, Mdantsane, 5219	Ms. Mvula Maqada	071 899 6598/043 760 0214
HEAD OFFICE	Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608	Mr. L Mgijima	073 648 1687
JOE GQABI	Former Bensonvale College of Education, Main Street, Sterkspruit, 9762	Mr. B. Molefe	076 810 9517
NELSON MANDELA BAY	Department of Education, Number 5 Sutton Road, Siduue, Port Elizabeth, 6016	Mr. Patrick Banda	083 500 2611
OR TAMBO COASTAL	Old Lusikisiki College of Education, R61Main Road, Private bag X1010, Lusikisiki, 4820	Ms. Siphokazi Mdala	082 938 4510
OR TAMBO INLAND	OR Tambo Inland, Corner Leeds and Owen Street, Bota Sgcau Building, Mthatha, 5100	Mrs. B Matolengwe	073 489 2614



DISTRCT	OFFICE	BURSARY TRAINING COORDINATOR	CONTACT NUMBERS
SARAH BAARTMAN	Department of Education, 19 Cnr Murray and Paul Kruger Street, Graaff – Reinet, 6280	Ms. Marlene Van Rensburg	084 657 4408

7. Your co-operation in this regard will be highly appreciated.

Yours in Service Delivery

**L. SIDIYA**  
**DIRECTOR – HRD**