



TO ALL: SENIOR – AND MIDDLE MANAGERS - HEAD OFFICE AND DISTRICTS
HEAD OFFICE AND DISTRICT HR OFFICIALS
HEAD OFFICE AND DISTRICT CURRICULUM COORDINATORS
CIRCUIT MANAGERS
HEADS OF PUBLIC SCHOOLS
SCHOOL GOVERNING BODIES
ORGANISED LABOUR UNIONS

HRM DIRECTIVE NO. 28 OF 2020

APPOINTMENT OD EDUCATION AND GENERAL ASSISTANTS

1. PURPOSE

- 1.1. The purpose of this Directive is to serve as confirmation of the appointment of Education Assistants at all public Schools and the appointment of General Assistants at all Quintile 1 to Quintile 3 schools and all Special Schools.

2. BACKGROUND

- 2.1. In April 2020, The State President, Mr. Cyril Ramaphosa announced a R500 billion fiscal stimulus package. Subsequently, the Department of Basic Education (DBE) submitted funding requests to the National Treasury for various projects including the appointment of Education Assistants Programme (EducAP), Janitors, Caretakers, Reading, Cleaners and Screeners. A R7 billion allocation has been set aside for the implementation of the Basic Education Sector Employment Initiative. Through this initiatives, Education Assistants (EAs) and Other Assistants (Oas) will be deployed in schools to ensure continued learning and teaching in a safe environment. A portion of the funding will be used to support the saving of School Governing Body (SGB) posts at fee-paying schools and posts at government subsidized independent schools.
- 2.2. The Basic Education Sector Employment Initiative aims to create 200 000 job opportunities for youth who are 18 – 35 years old. This cohort will specifically be employed under the EducAP category, whereby their focus will be to assist teachers in classrooms and working with learners, whereas 100 000 will be appointed as "General Assistants", whereby the focus will include but not limited to screeners, cleaners, janitors and caretakers. The "General Assistants" is targeted at the age group of 18 – 35 years old.
- 2.3. Of the R7 billion allocation, a once-off add-on to the Provincial Equitable Share amounting to R490 893 million is disbursed to the Department, whereby R369 173 421 is allocated for the appointment of 26 109 Education and General Assistants, R116 864 397 allocated for the saving of jobs of SGB posts for fee paying schools, as well as government subsidized independent schools, R3 365 182 allocated for training, R3 655 182 for the 1% UIF. The remaining R1.2 million will be utilised by the Department for project management, monitoring and oversight. The indicated funding will be for the 2020/ 21 Financial Year only and there will be no rollover.
- 2.4. The National Development Plan (NDP): Vision 2030 prioritises the role of women, youth and people with disabilities.
- 2.5. The Medium Term Strategic Framework (MTSF) 2019 – 2024 identified women, youth and people with disabilities as cross-cutting focus areas that require urgent intervention. The MTSF requires that specific redress interventions broaden opportunity and employment for women, the

youth and people with disabilities through dedicated economic inclusion, education and skills development initiatives.

- 2.6. Most importantly, this initiative is aligned with government's efforts to stimulate economic recovery. As such, the initiatives contribute directly to the new intervention of public employment initiative which aims to provide assistants (who are post matriculants) to schools for learning
- 2.7. The objectives of the Basic Education Sector Employment Initiative, are to achieve the following:
- 2.7.1. To provide education assistants to schools to ensure continued learning and teaching in a safe environment.
- 2.7.2. To support the saving of School Governing Body (SBG) posts at fee-paying schools and posts at government subsidized independent school.
3. **PROJECT MANAGEMENT**
- 3.1. Education Assistants and General Assistant posts will be advertised in the media on 10 November 2020, on the Departmental Social Media Platforms and the Departmental Website as well as the Sayouth data free mobi-website.
- 3.2. Attached as Annexure A is a copy of the 2 adverts and as Annexure B a copy of the Application Form which is also available on the Departmental website.
- 3.3. Schools are required to ensure that information is made available to the community in the area where the schools is situated as well as the feeding area of the school.
- 3.4. The selection processes will be managed by the School Governing Bodies and recommendation submitted to the District Director for approval.
- 3.5. The closing date for the submission of applications at school level is 15h00 on Tuesday 17 November 2020.
- 3.6. All schools are required to maintain a register of all applications submitted until the closing date of 17 November 2020 for record purposes and date stamped by the school on date of submission, and all late applications shall be registered in a separate register.
- 3.7. On receipt of the applications the school management teams are required to advise and assist applicants to register online or registering via the toll free call center.
- Register or login with SA Youth for free using the link <https://sayouth.datafree.co/p/dbe>;
 - Complete all questions to see jobs at the schools closest to you;
 - Tap on the job you're interested in and click APPLY;
 - No ID number? Trouble applying? Call 0800 727272 toll free for help.
- 3.8. Specific Guidelines containing the selection criteria, appointment requirements and processes, record keeping, payment of stipends, claiming for funds to be transferred to schools as well as the time frames will also be made available to School Governing Bodies, Principals and Circuit Managers.
- 3.9. All role players should take cognizance of the fact that any delay, non-compliance will result in the delay in the appointment of the Education Assistants and General Assistant
- 3.10. The specific number of posts allocated per school will be distributed to all Principals and SGB Chairperson in individual letters, and the information will also be available at the relevant Circuit Offices, District Offices and Head Office.
- 3.11. The department has already embarked on an Advocacy Campaign as well as consultation and information sharing session with social partners at Provincial Level were conducted.
- 3.12. All enquiries can be directed to the Office of the District Directors, the Deputy Directors: HR Services, Labour Relations, Financial Services and CES Circuit Coordination in the respective District Offices.


CHIEF DIRECTOR: HRM
MR. JM TSHOBA

09/11/2020
 DATE


ACTING HEAD: EDUCATION
MR. JR NKOSI

9.11.2020
 DATE