



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE HEAD OF DEPARTMENT: EDUCATION

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INTERNAL MEMORANDUM

TO : DEPUTY DIRECTOR GENERALS
ACTING CFO
CHIEF DIRECTORS
DIRECTORS
CES's-HRD AND LABOUR RELATIONS
DEPUTY DIRECTORS: HRA&P
DEPUTY DIRECTORS: FINANCE
CIRCUIT MANAGERS
ALL PUBLIC-SCHOOL PRINCIPALS
LABOUR UNIONS
SCHOOL GOVERNING BODIES

FROM : HEAD OF DEPARTMENT - EDUCATION
DATE : 12 NOVEMBER 2020
SUBJECT : DIRECTIVE FOR IMPLEMENTATION OF EDUCATION
EMPLOYMENT INITIATIVE FOR THE EASTERN CAPE PUBLIC
ORDINARY AND SPECIAL SCHOOLS

The correspondences dated 28 October 2020 and 30 October 2020 regarding the appointment of School Support Teams (SSTs) and Education Assistants (EAs) bear reference.

Subsequent to the issuing of the afore-mentioned memorandums, the department convened several meetings to address some of the concerns raised by various departmental stakeholders.

This memorandum supersedes all correspondence that were issued in relation to the appointment and reappointment of SST's (Other Assistants) and EA's, with immediate effect.

Note nomenclature change as per the new contract from SST's to Other Assistants and Educator Assistants to Education Assistants

The following guidelines are to be followed by all public schools:

- The criteria for the appointment of Other Assistants and General School Assistants is the age cohort of 18 – 35 years.
- All former SST's or Educator Assistants between ages 18 – 35 years must re-apply under the new Education Employment Initiative.
- The criteria for the appointment of Education Assistants is the age cohort of 18 – 35 years with a formal qualification from NQF level 4 (Matric) to NQF level 7.
- All former Educator Assistants and SST's between the ages of 18 – 35 years with a formal qualification from NQF level 4 (Matric) to NQF level 7 must re-apply under the new Education Employment Initiative as Education Assistants.
- The appointment of EA's and OA's will be implemented on PERSAL and Department will be responsible for the payment of stipend as well as making the contribution towards the Unemployment Insurance Fund (UIF).
- The appointed EA's and OA's will be paid a stipend of R3500.00 per month less 1% UIF contribution.
- Applicants should submit the Z83 Application for employment, CV, Certified copy of ID document, Certified copies of all relevant qualifications, Signed bank form, Security clearance Certificate from SAPS, Proof of current Residential address and Proof of Registration with SARS (Tax number) to the School Principals. (Please see the attached check list for your ease of reference).
- Please note that the function for new registration for tax numbers will be implemented by the department. The appointed EA's and OA's are required to complete the attached form.

Section 2

This Section gives guidance on the appointment of new entrants of EAs & OAs. The table below illustrates how the ECDoE allocation will be implemented to reach the total target of 55803 as required by DBE.

Type of school	No. of schools	Job Opportunities
Public Primary School	3300	<u>Education Assistants</u> Reading champions Numeracy/Maths & Sciences Tutors School Admins ICT Assistants Audit Facilitator Remedial Assistants <u>General Assistants</u> Cleaners or Janitors Handymen Youth care workers Facilities Maintenance
Combined School	1168	<u>Education Assistants</u> Reading champions Numeracy/Maths & Sciences Tutors School Admins ICT Assistants Audit Facilitator Remedial Assistants <u>General Assistants</u>

		Cleaners or Janitors Handymen Youth care workers Facilities Maintenance
Public Secondary School	885	<u>Education Assistants</u> Reading champions Maths & Sciences Tutors School Admins ICT Assistants Audit Facilitator Remedial Assistants <u>General Assistants</u> Cleaners or Janitors Handymen Youth care workers Facilities Maintenance
Full-service School	62	<u>Education Assistants</u> Reading champions Maths & Sciences Tutors School Admins ICT Assistants Audit Facilitators Remedial Assistants <u>General Assistants</u> Cleaners or Janitors Handymen Youth care workers Facilities Maintenance

Public Special Schools	46	<u>Education Assistants</u> Reading champions Maths & Sciences Tutors School Admins ICT Assistants Audit Facilitators Remedial Assistants <u>General Assistants</u> Cleaners or Janitors Handymen Youth care workers Facilities Maintenance
Agricultural Schools	17	<u>Education Assistants</u> Reading champions Maths & Sciences Tutors Assistant Farm Manager School Admins ICT Assistants Audit Facilitators Remedial Assistants <u>General Assistants</u> Cleaners or Janitors Handymen Youth care workers Facilities Maintenance
School offering Agricultural Studies	569	<u>Education Assistants</u> Homework Assistants <u>General Assistants</u> Cleaners or Janitors
School Hostels	77	<u>Education Assistants</u> Homework Assistants <u>General Assistants</u> Cleaners or Janitors

		Handymen Youth care workers Food Service Assistants Facilities Maintenance
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Non-negotiables in the recruitment process

1. All schools are required to appoint two EA's who will be assigned duties as:
 - Reading Champions
 - Numeracy/Maths and Sciences Tutors
2. The quota of each school includes the reappointed EA's and OA's between the ages of 18 -35.
3. Schools are required to strictly adhere to the recruitment requirements that are as follows:
 - EA's are required to have a minimum of NQF level 4(Matric) to 7 formal qualification and must be between the ages of 18 – 35.
 - OA's must be between the ages of 18 – 35.
4. No candidates may assume duties without a formal appointment letter issued by the district office
5. Principals who do not for any reason adhere to these guidelines will be liable for the cost incurred as a result of non-compliance.

Below are Job Profiles of Education Assistants and Other Assistants

Category	Job Purpose	Requirements	Roles and Responsibilities
Education Assistants	To provide administrative support to 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.	<ul style="list-style-type: none"> • South Africa Citizen between the ages of 18 - 35 • Grade 12 or Minimum of NQF Level 4 Qualification • NQF level 6 and 7 will have an added advantage. • Applicants who have a teaching qualification should be prioritised 	<ul style="list-style-type: none"> • Support the teacher with technical preparation of the classroom for teaching and learning and ensure that teaching materials are available and ready for use. • Oversee learners in and out of the classroom settings such as in the library, laboratory, 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 a safe,

			<p>secure and clean classroom environment in promotion of the COVID-19 standard operating procedures.</p> <ul style="list-style-type: none"> • Carry out administrative tasks as required by the school. • Infrastructure data collection and collation.
Reading Champion	To improve standard of reading and enhance the implementation of reading strategy	<ul style="list-style-type: none"> • South Africa Citizen between the ages of 18 - 35 • Grade 12 or Minimum of NQF Level 4 Qualification • NQF level 6 and 7 will have an added advantage. • Applicants who have a teaching qualification 	<ul style="list-style-type: none"> • Support teachers who teach reading • Assist teachers to manage reading • Assist teachers in promoting a reading culture in the school and its community • Provide support to learners in schools who have lost teaching and learning time by supporting their reading development by: <ul style="list-style-type: none"> ✓ Helping to set up reading corners and monitor the issuing and return of books;

		should be prioritised	<ul style="list-style-type: none"> ✓ Helping to set up and manage Reading Clubs; ✓ Involving children in reading and literacy activities; ✓ Organising story-telling and story-sharing activities for children; ✓ Organising reading festivals; ✓ Campaigning for Read to Lead <ul style="list-style-type: none"> • Be the link between schools and parents by ensuring that learners take books home and that they read them.
General Assistants	To provide support for the conducive teaching and learning environment	<ul style="list-style-type: none"> • Must be a South African Citizen between the ages of 18 - 35; • Must be able to communicate; • Must have an understanding of Batho Pele Principles; • Willingness to work with learners and 	<ul style="list-style-type: none"> • Cleaning of the school according to the area of deployment (Kitchen, Dormitories, Environment and garden services); • Ensure that all facilities are neat and tidy; • Responsible for the removal of refuse for the school;

		<ul style="list-style-type: none"> • Appropriate experience will be an added advantage; • Good communication skills and friendly disposition 	<ul style="list-style-type: none"> • Washing ablution facilities, cleaning floors and carpets; • Request purchase and control of cleaning material; • Undertakes daily inspection of the neatness of the school building and premises; • Report any damage to property; • Have patience and willingness to support learners unconditionally
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A detailed advert, recruitment management plan and school allocation list will be issued on the 13th November 2020

Your cooperation is highly valued.

Yours in education services


 MR TS KOJANA
 HEAD OF DEPARTMENT
 EDUCATION

12/11/2020
 DATE