



Province of the  
**EASTERN CAPE**  
EDUCATION

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**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**

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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:

GSA's OCCUPATIONAL CATEGORIES	EA's OCCUPATIONAL CATEGORIES
Handy Man & Janitors	Reading Coach
School Cleaners	ICT Cadre
Hostel Food Services	Maths and Science Tutor
Audit Champions	Youth Care Worker
Farm Assistant Manager & Assistants	
OHS Officers	
Admin Assistants	

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

