



OFFICE OF THE SUPERINTENDENT GENERAL

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: **Website:**
www.ecdoe.gov.za: lukhanyo.sidiya@ecdoe.gov.za: **040 608 4753** **Fax: 040 608 4690/4784**

TO: ALL DDGs
ALL CHIEF DIRECTORS
ALL CLUSTER CHIEF DIRECTORS
ALL DISTRICT DIRECTORS
ALL CES's HRD AND LABOUR RELATIONS
ALL SCHOOL PRINCIPALS
ALL SCHOOL GOVERNING BODIES
ALL LABOUR UNIONS

FROM : SUPERINTENDENT GENERAL

SUBJECT: MANUAL APPLICATIONS - ACCEPTANCE OF PHYSICAL APPLICATION FORMS FROM UNEMPLOYED YOUTH WHO ARE UNABLE TO REGISTER ON THE HARAMBEE WEBSITE

DATE: 18 NOVEMBER 2020

1. This memorandum is a follow up to the Education Employment Initiative (EEI) advert issued on the 13th of November 2020.
2. The department is in the process of a recruitment drive for Educator Assistants and General School Assistants/Other Assistants.
3. A hybrid approach has been adopted in the collection of applications for the Educator Assistants and General School Assistants/Other Assistants in all public ordinary and special schools.
4. The department in the spirit of affording every qualifying applicant an equal opportunity to apply and bolster the recruitment drive for all unemployed youths has adopted the Harambee application portal (online) and a manual application process.
5. Schools are requested to accept physical application forms from interested applicants.
6. Schools are requested to provide receiving boxes and an applications receiving register book where all applicants are required to sign after submitting their applications.
7. All applications data received should be populated into an EXCEL

ACCEPTANCE OF PHYSICAL APPLICATION FORMS FROM UNEMPLOYED YOUTH WHO FAIL TO REGISTER ON THE HARAMBEE WEBSITE

spreadsheet using **the attached spreadsheet**.

8. After the closing date of applications, i.e. the 20th of November 2020 at 00:00am (midnight), Principals are requested to email their consolidated database to: **youth.opportunities@ecdoe.gov.za**
9. All schools are requested to adhere to the standardized attached template of capturing applicant's information as the template is going to be automatically uploaded to the National Harammbee database.
10. Harambee has been appointed by the Office of the Presidency to manage and consolidate the database for all applications.
11. **NB.** This is only an application process, not a recruitment process as the recruitment will only take place after the application process is finalised.
12. Your cooperation is highly appreciated.

Yours in education,



MR T.S. KOJANA
SUPERINTENDENT GENERAL
DATE: 18/11/20