



HUMAN RESOURCE DEVELOPMENT

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TO: HEAD OF DEPARTMENT
ALL DDG's
CHIEF FINANCIAL OFFICER
ALL CHIEF DIRECTORS
ALL CLUSTER CHIEF DIRECTOR
ALL DIRECTORS
ALL DISTRICT DIRECTORS
ALL SCHOOL PRINCIPALS
ALL SCHOOLS
ALL SCHOOL GOVERNING BODIES
ALL LABOUR UNIONS

FROM: PROJECT MANAGER - PYEI

SUBJECT: INSTRUCTION NOTE ON THE CAPTURING OF EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS ON THE DATA MANAGEMENT SYSTEM FOR THE PRESIDENTIAL EDUCATION EMPLOYMENT INITIATIVE

DATE: 11 NOVEMBER 2021

1. This instruction note serves to inform All Schools on the process of capturing contracted Education Assistants (EAs) and General School Assistants (GSAs).
2. It has come to the attention of the Project Team that there are schools which are sending EAs and GSAs contracts to SAYouth Mobi.
3. The Project manager would like to highlight that contracts are **NOT** supposed to be emailed to SAYouth Mobi as they only assisted with the recruitment process.
4. All contracts for EAs and GSAs will be captured only on the Bhelela Data Management System and SASAMS.
5. Circuit managers are requested to guide all schools regarding the capturing of all contracted EAs and GSAs

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