



HUMAN RESOURCE DEVELOPMENT

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TO: HEAD OF DEPARTMENT
CHIEF FINANCIAL OFFICER
ALL DDG'S
ALL CHIEF DIRECTORS
ALL CLUSTER CHIEF DIRECTOR
ALL DIRECTORS
ALL DISTRICT DIRECTORS
ALL CIRCUIT MANAGERS
ALL SCHOOL PRINCIPALS
ALL SCHOOLS
ALL SPECIAL SCHOOLS
ALL SCHOOL GOVERNING BODIES
ALL LABOUR UNIONS
ALL EDUCATION ASSISTANTS
ALL GENERAL SCHOOL ASSISTANTS

FROM: PROJECT MANAGER

SUBJECT: REPLACEMENT OF EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS IN THE PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE PHASE 2

DATE: 21 JANUARY 2022

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1. This memo serves to guide schools on the process of replacing Education Assistants (EAs) and General School Assistants (GSAs) who would have resigned or left the programme due to other reasons in the Presidential Youth Employment Initiative (PYEI) Phase 2.
 2. In the PYEI Phase 2 schools are not allowed to replace EAs and GSAs without the approval of the Project Manager.
 3. When making replacements schools are required to submit a written submission to their respective Circuit Managers.



4. In the submission requesting replacements schools are required to attach signed resignation letters by the EA or GSA and or any documentation which support why a replacement has to be done.
5. Circuit managers will consolidate all the submission on replacement and submit to the District Director.
6. Districts are to make a consolidated master list of all replacement request in the District and submit a written submission to the project Manager for approval.
7. After approval of the replacements request by the Project Manager, schools are requested to replace their EAs and GSAs from the pool of list received from SAYouth Mobi, no replacement should be made outside the pool received from SAYouth Mobi.
8. All replacement request are to be submitted to the project manager before or on the 27th of January 2022.
9. Approved replacement request will assume duty on the 1st of February 2022.

Yours in quality education

L. SIDIYA
PROJECT MANAGER PYEI