



HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

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INTERNAL MEMO

TO : ALL DISTRICT DIRECTOR
ALL CES HRD & LABOUR RELATIONS
ALL DEPUTY DIRECTORS HRD
ALL DEPUTY DIRECTOR HRA & SALARIES
ALL CIRCUIT MANAGERS
ALL SCHOOL PRINCIPALS
ALL TEACHER UNIONS

FROM : DIRECTOR – HUMAN RESOURCE DEVELOPMENT

SUBJECT : GUIDELINES ON THE RECRUITMENT and placement OF QUALIFYING UNEMPLOYED EDUCATORS AS EDUCATION ASSISTANTS (EA's) IN THE PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE (PYEI) PHASE IV PROJECT

DATE : 18 AUGUST 2023

1. The Eastern Cape Department of Education has received an approval to implement a Special Concession for the placement of unemployed youth who are qualified educators between the ages of 18 to 40 years, as Education Assistants (EAs).
2. These guidelines are established to assist Districts in facilitating the recruitment and placement of unemployed youth who are qualified educators in our public schools in line with the framework and objectives Presidential Youth Employment Initiative (PYEI).
3. **The Guidelines are as follows:**
 - 3.1. District Directors to appoint establish and appoint a Panel that will be responsible for the facilitation and monitoring of the appointment process.
 - 3.2. Districts to use their Database of the unemployed Educators as the master list, and this will serve as a basis in the recruitment process.
 - 3.3. The targeted beneficiaries must be between the ages of 18 – 40 years.
 - 3.4. The Recruitment & Placement will be needs driven and directed by the District Office. This means that these qualifying educators will be placed by Districts to the Schools that require educators.
 - 3.5. Due to the nature and urgency for the implementation, contracting will be done and concluded at District level.
 - 3.6. The District Director will establish a District Project Team and will implement the Project its finality.
 - 3.7. The District Project Team will be given 5 days to complete the process.
 - 3.8. All Educators EAs are to assume their duties on 01 September 2023.
 - 3.9. Relevant Labour Unions to be involved in the process in their capacity of observing.



4. The following is the District allocation.

NO.	DISTRICT	ALLOCATION OF EA's
1.	Alfred Nzo East	85
2.	Alfred Nzo West	150
3.	Amathole East	175
4.	Amathole West	100
5.	Buffalo City Metro	130
6.	Chris Hani East	120
7.	Chris Hani West	100
8.	Joe Gqabi	90
9.	Nelson Mandela Bay	105
10.	OR Tambo Coastal	200
11.	OR Tambo Inland	165
12.	Sarah Baartman	80
TOTAL		1500

- District Project Teams are expected to send Daily Reports to the Project Manager and any challenges that they might experience.
- All districts are develop their management plans and submit to the head office on or before **22 August 2023**
- For any enquiries please do not hesitate to contact the Office of the Director HRD and/or the Project Managers Ms. N. Khwezi 0745346425 and Nana.Khwezi@ecdoe.gov.za

Yours in quality education,

L. SIDIYA
DIRECTOR: HRD

18/08/2023

DATE