



OFFICE OF THE DIRECTOR: SCHOOL HEALTH, SAFETY AND LEARNER ENRICHMENT

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MEMORANDUM

TO : DISTRICT DIRECTORS

**Cc : CHIEF DIRECTORS - CLUSTERS A & B
CHIEF DIRECTOR – LD&SSS
CESS - ESSS
SCHOOL HEALTH AND LIFE SKILLS COORDINATORS
PRINCIPALS OF CSTL SCHOOLS
SGBs OF CSTL SCHOOLS**

**FROM : (A) DIRECTOR – SCHOOL HEALTH, SAFETY & LEARNER
ENRICHMENT**

DATE : 06 MARCH 2024

**SUBJECT : RECRUITMENT OF LEARNER SUPPORT AGENTS,
LEARNER SUPPORT AGENTS SUPERVISORS AND SOCIAL
WORK GRADUATES FOR THE 2024/2025 FINANCIAL YEAR**

1. The HIV/AIDS and Life Skills Directorate provides support to teaching and learning through the Care and Support for Teaching and Learning (CSTL) Framework which is implemented through appointed Learner Support Agents (LSAs), Learner Support Agent Supervisors (LSAS) and Social Work Graduates (SWGs) in identified Quintiles 1-3 Primary and Secondary Public Ordinary Schools.
2. The 2023/2024 contracts of the above-mentioned personnel are coming to an end on the 31st of March 2024 and process should unfold for the recruitment and placement of LSAs, LSAS and SWGs for the 2024/2025 financial year.
3. Districts have their CSTL Schools selected as per criteria which include Primary Schools which feed underperforming Secondary Schools, Schools with Hostels, and District Priority Schools.
4. Each CSTL school should play a prominent role in the recruitment, selection, and appointment of the LSA. Each District should also play a key role in the recruitment, selection, and appointment of LSAS and SWGs.

RECRUITMENT OF LSA, LSAS AND SWGs IN SCHOOLS AND DISTRICTS FOR 2024/2025 FY

5. A balance in terms of gender should be exercised when LSAS and SWGs are recommended for appointment within a district thus enabling servicing of learners of different genders.
6. The following **LSA** criteria should be adhered to, without fail, in the recruitment processes (not stated in the advert). The LSA:
 - Must be an unemployed youth with matric.
 - Must be aged between 18 – 35 years.
 - Must be passionate about offering care and support to children and youth.
 - Must be prepared to serve on a voluntary basis with reasonable remuneration in the form of a stipend.
 - Must reside within the school community area.
 - Must be diligent, trustworthy and with good community standing.
 - Must observe the rules and directives applicable at the school and be subjected to the policies, procedures, and regulations of the school as well as those of the Eastern Cape Department of Education.
 - No person receiving any stipend, or remuneration from any other source whilst within the Department of Education or any job-creation initiative by either Local or National Government or any Government Department will be appointed as an LSA.
 - Must provide at least one reference and/or referral letter from either a school previously attended, a priest or a community member in good standing.
 - Must obtain a Police Criminal Clearance from SAPS which clears one in working with children.

The following procedures must be adhered to Managers, without fail:

- Schools must ensure that advertisements, shortlisting, and selection of LSAs is taking place in consultation with relevant stakeholders within the school community.
- The formal process of interviews must be followed.
- Signed minutes of the proceedings must be recorded and attached to the contract.
- The LSA contract must be signed and stamped by the school principal with minutes attached thereto before submission to the District Office for the relevant signatories (CES-ESSS and the District Director).
- A copy of the contract must be kept in the school records for audit purposes.

7. The following **LSAS** criteria should be adhered to, without fail, in the recruitment processes (not stated in the advert). The LSAS:

- Must be an unemployed youth with matric and relevant qualifications.
- Must be aged between 18 – 40 years.
- Must be passionate about offering care and support to children and youth.
- Must be prepared to serve on a voluntary basis with reasonable remuneration in the form of a stipend.
- Must reside within proximity of the CMC/District.
- Must be diligent, trustworthy and with good community standing.
- Must observe the rules and directives applicable in schools and district, must be subject to the policies, procedures, and regulations of the schools/district as well as those of the Eastern Cape Department of Education.
- No person receiving any stipend, or remuneration from any other source within the Department of Education or any job-creation initiative by either Local or National Government or any Government Department will be appointed as an LSAS.
- Must provide at least one reference and/or referral letter from either a school previously attended, a priest or a community member in good standing.
- LSAS will be there to monitor, evaluate and to render support to the LSAs and will report on all matters within the schools.
- Must obtain a Police Criminal Clearance from SAPS which clears one in working with children.

The following procedures must be adhered to by Managers, without fail:

- Districts must ensure that advertisements, shortlisting, and selection of LSAS is taking place in consultation with relevant stakeholders within the District.
- The formal process of interviews must be followed.
- Signed minutes of the proceedings must be recorded and attached to the contract.
- The LSAS contract must be signed and stamped by the District Director/Delegated Official with signed minutes attached thereto before submission to the Provincial Office for the relevant signatories (A/Director/Delegated Official).
- A copy of the contract must be kept in the district records for audit purposes.

8. Minutes of the Recruitment Process and all other relevant documentation as per checklist must be attached to signed contracts not later than the 30th of April 2024. All contracts will be verified and captured within the Districts by the Provincial Office.

9. The following **Social Work Graduates (SWGs)** criteria should be adhered to, without fail, in the recruitment processes (not stated in the advert). The SWG:

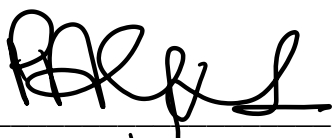
- Must be an unemployed youth with matric and a Social Work qualification.
- Must be aged between 18 – 40 years.
- Must be passionate about offering care and support to children and youth.
- Must be prepared to serve on a voluntary basis with reasonable remuneration in the form of a stipend.
- Must reside within proximity of the CMC/District.
- Must be diligent, trustworthy and with good community standing.
- Must observe the rules and directives applicable in schools and district, must be subject to the policies, procedures, and regulations of the schools/district as well as those of the Eastern Cape Department of Education.
- No person receiving any stipend, or remuneration from any other source within the Department of Education or any job-creation initiative by either Local or National Government or any Government Department will be appointed as a SWG.
- Must provide at least one reference and/or referral letter from either a school previously attended, a priest or a community member in good standing.
- SWG will be there to monitor, evaluate and to render support to the LSAs and vulnerable learners and will report on all matters within the schools.
- SWG should be able to refer serious cases to DSD and other centres.
- Must obtain a Police Criminal Clearance from SAPS which clears one in working with children.

The following procedures must be adhered to by Managers, without fail:

- Districts must ensure that advertisements, shortlisting, and selection of SWG is taking place in consultation with relevant stakeholders within the District.
- The formal process of interviews must be followed.
- Signed minutes of the proceedings must be recorded and attached to the contract.

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- The SWG contract must be signed and stamped by the District Director/Delegated Official with signed minutes attached thereto before submission to the Provincial Office for the relevant signatories (A/Director/Delegated Official).
 - A copy of the contract must be kept in the district records for audit purposes.
10. Minutes of the Recruitment Process and all other relevant documentation as per checklist must be attached to signed contracts not later than the 30th of April 2024. All contracts will be verified and captured within the Districts by the Provincial Office.
11. **NOTE WELL!** Districts must ensure that all documentation as per checklist is attached to the contracts and it should follow the sequence of the checklist, e.g., 2 clear ID copies, bank statement as well as bank form with fingerprints and signature of the contracted employee, original signed contract, application letter (all applicants must have an application letter) and Z83 form, etc.
12. The Districts are responsible for recruiting Social Work Graduates. The recruitment plan, contracts and attachments required will be provided in due course.
13. The allocation per District is attached (**ANNEXURE A**) for ease of the process and the Provincial Office can be contacted for any enquiries at 083 206 4806/ 060 523 6021 or email at buseka.mthenjana@ecdoe.gov.za.



MRS P. A. GXULUWE
A/DIRECTOR: SHS&LE

DATE: 06/03/2024

ANNEXURE A

ALLOCATION OF LSAs 2024/25

DISTRICT	No of CMCs	Secondary Schools	District Priority	Primary Schools	Hostels	Total	CSTL Schools 23/24	Exclusion From 23/24
ALFRED NZO EAST	2	4	1	15	0	20	39	19
ALFRED NZO WEST	6	12	1	39	5	57	86	29
AMATHOLE EAST	6	12	1	39	1	53	76	23
AMATHOLE WEST	4	8	1	27	8	44	75	31
BUFFALO CITY	4	8	1	27	2	38	54	16
CHRIS HANI EAST	4	8	1	27	4	40	78	38
CHRIS HANI WEST	3	6	1	21	6	34	68	34
JOE GQABI	4	8	1	27	2	38	56	18
NELSON MANDELA	3	6	1	21	2	30	48	18
OR TAMBO COASTAL	5	10	1	33	1	45	75	30
OR TAMBO INLAND	5	10	1	33	7	51	91	40
SARAH BAARTMAN	3	6	1	21	18	46	54	8
HEAD OFFICE	-	-	2	2	-	4	-	-
TOTAL	49	98	14	332	56	500	800	304

ANNEXURE B

EASTERN CAPE DEPARTMENT OF EDUCATION

SCHOOL HEALTH AND LIFE SKILLS CONDITIONAL GRANT VACANCIES 24/25

JOB TITLE : LEARNER SUPPORT AGENT (LSA)

Closing Date: 12 APRIL 2024

- Application letters must be submitted to the school.
- Applications should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate and ID-document must be attached] and Driver's license [where applicable].
- Failure to submit a comprehensive CV, certified academic qualifications and ID as well as the signed application letter will result in the disqualification of the application from the process.
- Applications received after closing date will not be considered. Failure to submit all the requested documents as indicated will result in the application not being considered.
- Correspondence will be limited to successful candidates only. If you have not been contacted by the 30th of April 2024, please accept that your application was unsuccessful.
- Suitable candidates will be subjected to a personnel suitability check (criminal record check and qualification/study verification).
- Applicants must quote the relevant reference number.

RECRUITMENT OF LSA, LSAS AND SWGs IN SCHOOLS AND DISTRICTS FOR 2024/2025 FY

POST

JOB TITLE : LEARNER SUPPORT AGENT (LSA)
Period : 2 May 2024 to 31 March 2025
Stipend : R4000 per month for 11 months
Programme : School Health and Life Skills
Centre : _____ School
Reference No : LSA 2024/25

REQUIREMENTS:

Grade 12 certificate.

Post Matric qualification will be an added advantage.

The applicant must be 18-35 years of age.

The following **key attributes/skills** are essential: Basic Computer literacy, Report writing, Strong organisational skills, Good communication (verbal and written); Good presentation, Social facilitation and capacity building / training of learners; Sound interpersonal skills; Ability to be calm and level-headed under pressure; Willingness to work irregular hours when required.

Applications should be sent to the schools.

Key Performance Areas:

- Identify the common challenges faced by learners;
- and in conjunction with Supervisor; plans and implement relevant intervention programmes.
- Establish strong links with the relevant Departments (DoH, DSD, SAPS; Safety and Local Municipality etc.) as well as other relevant stakeholders/partners and keep record of all stakeholders and partners operating in the school.
- Facilitate the identification of Orphans and Vulnerable Children (OVCs) in his/her school using the Identification Tool and maintain the database of such OVCs in the School Health File.
- Advocate for signing of consent forms by parents for provision of health services to learners

RECRUITMENT OF LSA, LSAS AND SWGs IN SCHOOLS AND DISTRICTS FOR 2024/2025 FY

- Conduct home visits to ensure retention of learners in school.
- Coordinate awareness campaigns, debates and dialogues on Bullying, Learner Pregnancy, School Safety, Drug Use, and other Intoxicating Substances in his/her school.
- Establish Peer Education Clubs to enhance co-curricular activities within the school.
- Establish and support functional study groups and homework clubs to strengthen curriculum support
- Develop meaningful, effective and timeous reports and submit/present monthly to the LSA Supervisor in a Cluster meeting.
- Account on School Health and Safety activities to the SBST and SMT of the school.

ANNEXURE C

EASTERN CAPE DEPARTMENT OF EDUCATION

SCHOOL HEALTH AND LIFE SKILLS CONDITIONAL GRANT VACANCIES 24/25

JOB TITLE: LEARNER SUPPORT AGENT SUPERVISOR (49 POSTS)

Closing Date: 12 April 2024

Eastern Cape Department of Education is an equal opportunity, representative employer. It has the intention to promote representation in terms of race, gender, and disability in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

NB All positions within Districts should be directed to Districts/CMCs as follows:

APPLICATIONS: Forward your application, stating the relevant reference number to the following Department of Education offices:

Alfred Nzo East- Mbizana; **Alfred Nzo West-** Mount Frere, Mount Ayliff, Ntabankulu and Maluti; **Amathole East-** Butterworth, Elliotdale, Ngqamakhwe and Dutywa; **Amatole West-** Fort Beaufort, Middle drift, Stutterheim and Peddie; **Buffalo City Metro-** Rubusana and Bundy Park; **Chris Hani East-** Engcobo, Cofimvaba, Sakhisizwe and Tsomo; **Chris Hani West:** Queenstown, Lady frere and Cradock; **Joe Gqabi** Sterkspruit Aliwal North, Mount Fletcher and Ugie/Maclear; **Nelson Mandela Bay-** Port Elizabeth and Uitenhage; **OR Tambo Coastal-** Libode, Flagstaff, Port St Johns and Lusikisiki ;**OR Tambo Inland-** Mthatha, Mqanduli Tsolo and Qumbu; **Sarah Baartman:** Graaf -Reinet ,Grahamstown and Humansdorp

- Applications must be submitted on a Z83 Form, obtainable from any Public Service Department or on the internet, which must be signed (an unsigned Z83 form will not be considered).
- Applications should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document. Valid Driver's license will be an advantage.
- Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. Failure to submit all the requested documents as indicated will result in the application not being considered.
- Correspondence will be limited to successful candidates only. If you have not been contacted by the 30th of April 2024, please accept that your application was unsuccessful.
- Suitable candidates will be subjected to a personnel suitability check (criminal record check and qualification/study verification).
- Applicants must quote the relevant reference number.
- The Department of Education encourages people with disabilities to apply.

RECRUITMENT OF LSA, LSAS AND SWGs IN SCHOOLS AND DISTRICTS FOR 2024/2025 FY

POSTS

JOB TITLE : LEARNER SUPPORT AGENT SUPERVISOR (49 POSTS)

Period : 1 May 2024 to 31 March 2025
Stipend : R5000 per month for 11 months
Directorate : School Health and Life Skills
Location : District CMC
Reference No : LSAS 2024/2025

REQUIREMENTS:

An appropriate **three year post matric qualification** in Social Sciences / Health / Education / or any relevant field.

The following **key competencies/skills** are essential:

Planning and organizing, Report writing, Computer Literate, Excellent communication (verbal and written):

Good presentation, social facilitation, and capacity building/training of SGBs, Learner Support Agents and Learners. Good human relations: Ability to meet commitments and produce results; Conflict management skills; Self-assurance and confidence in own abilities; Ability to be calm and level-headed under pressure; Willingness to work irregular hours when required.

Duties

- Support and monitor the effective implementation of the HIV and AIDS Lifeskills programmes to all school going children in the District/CMC.
- Provide leadership and guidance to Learner Support Agents (LSAs)
- Plan, organise and conduct training for LSAs on CSTL implementation
- Coordinate an effective referral system to ensure effective service delivery
- Maintain good working relations with sister departments and other partners
- Record and maintain accurate school health related data for the CMC
- Maintain good filing system of all reports, circulars and policies
- Support mobilization and programme awareness in line with the CSTL framework.
- Conduct monitoring and support visits to schools and homes of identified OVCs.

RECRUITMENT OF LSA, LSAS AND SWGs IN SCHOOLS AND DISTRICTS FOR 2024/2025 FY

- Conduct cluster meetings monthly for reporting and capacity building sessions.
- Prepare and submit monthly, quarterly and annual reports as well as any other statutory report that may be required from time to time.

ANNEXURE D

EASTERN CAPE DEPARTMENT OF EDUCATION

SCHOOL HEALTH AND LIFE SKILLS CONDITIONAL GRANT VACANCIES 24/25

JOB TITLE : SOCIAL WORK GRADUATES (49 POSTS)

Closing Date : 12 APRIL 2024

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NB All positions within Districts should be directed to Districts/CMCs as follows:

APPLICATIONS: Forward your application, stating the relevant reference number and CMC to the following Department of Education offices:

Alfred Nzo East- Mbizana; **Alfred Nzo West-** Mount Frere, Mt Ayliff , Tabankulu and Maluti; **Amathole East-** Butterworth, Idutywa, Centane, Ngqamakhwe and Elliotdale; **Amatole West:-** Fort Beaufort, Middledrift, Stutterheim and Peddie; **Buffalo City Metro-** Rubusana and Bundy Park; **Chris Hani East-** Engcobo, Cofimvaba, Sakhisizwe and Tsomo; **Chris Hani West:** Queenstown, Lady frere and Cradock; **Joe Gqabi** Sterkspruit, Aliwal North, Mount Fletcher and Ugie/Maclear; **Nelson Mandela Bay-** Port Elizabeth and Uitenhage; **OR Tambo Coastal-** Libode, Port St Johns, Ngqeleni and Lusikisiki ;**OR Tambo Inland-** Mthatha, Mqanduli and Qumbu; **Sarah Baartman:** Graaf -Reinet ,Grahamstown and Humansdorp

- Applications must be submitted on a Z83 Form, obtainable from any Public Service Department or on the internet, which must be signed (an unsigned Z83 form will not be considered).
- Applications should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s). Certified copies of Matric certificate, ID and valid driver's license must also be attached.
- Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process.
- Applications received after closing date will not be considered. Failure to submit all the requested documents as indicated will result in the application not being considered.
- Correspondence will be limited to successful candidates only. If you have not been contacted by the 30th of April 2024, please accept that your application was unsuccessful.
- Suitable candidates will be subjected to a personnel suitability check (criminal record check and qualification/study verification).
- Applicants must quote the relevant reference number.

RECRUITMENT OF LSA, LSAS AND SWGs IN SCHOOLS AND DISTRICTS FOR 2024/2025 FY

POST

JOB TITLE : SOCIAL WORK GRADUATES (49 POSTS)
Period : 1 May 2024 to 31 March 2025
Stipend : R5000 per month for 11 months
Programme : School Health and Life Skills
Centre : DISTRICT CMC
Reference No : SWG 2024/25

Job Requirements

- National Senior Certificate plus a Bachelor of Social Work Degree
- Current registration with the South African Council of Social Services Professionals (SACSSP)
- Valid driver's license
- Be fluent in two of the official languages of the Province
- Computer literacy
- Understanding of the CSTL framework and School Health policies.

Competencies

- Trauma Debriefing
- Facilitation Skills
- Networking
- Advocacy
- Case Management
- Maintain confidentiality
- Reporting

Duties

- Facilitate the provision of appropriate developmental and social welfare services to all learners especially Orphaned Vulnerable Children (OVCs) including social relief, care and support programmes as well as the enhancement of social functioning.
- Provide psychosocial support to learners

RECRUITMENT OF LSA, LSAS AND SWGs IN SCHOOLS AND DISTRICTS FOR 2024/2025 FY

- Support and monitor the effective implementation of the care and support for teaching and learning programmes to all school going children in the District/CMC.
- Encourage family involvement in learning activities as well as render family preservation services through early intervention, family reunification and after care services.
- Provide oversight, train and mentor Learner Support Agents
- Establish, facilitate and monitor Psycho-Educational groups that promote positive behavior change in line with the Peer Education Guidelines.
- Mobilize stakeholders and strengthen community involvement in all advocacy campaigns conducted in schools to address barriers to teaching and learning.
- Support curriculum-based activities in line with the CSTL framework.
- Conduct monitoring and support visits to schools and homes of identified OVCs.
- Prepare and submit weekly, monthly, quarterly and annual reports as well as any other statutory report that may be required from time to time.