



**BASIC EDUCATION EMPLOYMENT INITIATIVE**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: L. Sidiya. Tel: . Fax :040 608 4753. Email: [Lukhanyo.Sidiya@ecdoe.gov.za](mailto:Lukhanyo.Sidiya@ecdoe.gov.za)

Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

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**MEMORANDUM**

**TO:** HEAD OF DEPARTMENT  
CHIEF FINANCIAL OFFICER  
ALL DEPUTY DIRECTOR GENERALS  
ALL CHIEF DIRECTORS  
ALL CLUSTER CHIEF DIRECTORS  
ALL DIRECTORS  
ALL DISTRICT DIRECTORS  
ALL CMC HEADS  
ALL CIRCUIT MANAGERS  
ALL SCHOOL PRINCIPALS  
ALL SPECIAL SCHOOLS  
ALL SCHOOL GOVERNING BODIES  
ALL LABOUR UNIONS

**FROM:** HEAD OF DEPARTMENT

**SUBJECT:** PROVINCIAL GUIDELINES FOR RECRUITMENT AND  
APPOINTMENT OF EDUCATION ASSISTANT AND GENERAL  
SCHOOL ASSISTANTS IN THE BASIC EDUCATION  
EMPLOYMENT INITIATIVE PHASE 5

**DATE:** 25 APRIL 2025

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**1. BACKGROUND**

- 1.1. This memorandum serves as a recruitment and appointment guideline to all public ordinary and special schools who will be participating in the Basic Education Employment Initiative (BEEI) Phase 5
- 1.2. The BEEI is part of a public investment in mass employment strategy to stimulate and encourage economic activity whilst reducing youth unemployment as well as providing relevant work experience
- 1.3. All school principals (School Project Managers) are required to adhere to this guideline and no deviations will be accepted as this guideline will serve

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- 1.4. All District Project Managers, District Project Coordinators, CMC Heads and Circuit Managers are required to strictly monitor the implementation of the recruitment and appointment guidelines.

## 2. RECRUITMENT

- 2.1. The recruitment of all Education Assistants (EAs) and General School Assistants (GSAs) that will be placed in public ordinary schools and special schools will be implemented through applications sourced from SA Youth Mobi / Harambee. The link for applications is as follows:

- <http://sayouth.mobi/>

- 2.2. The application will be open from 22 April 2025
- 2.3. No walk-ins or physical applications will be accepted by all schools
- 2.4. Recruitment for the BEEI for all categories will be done in May 2025 with the cohort assuming duties in June 2025

## 3. CATEGORIES OF EAS AND GSAS

- 3.1. Participants will be appointed in various EA and GSA categories, the table below shows categories in which participants will be appointed:

CATEGORY	SUB-CATEGORY	SCHOOL PLACEMENT
Education Assistants	Curriculum	All No-fee Primary Schools
	ICT / eCadre	No-fee Schools
	Reading Champion	No-fee Schools
	Care and Support Assistants	No-fee Schools
	Laboratory Assistants	High Schools with a functional Laboratory



	Workshop Assistants	Schools with Workshops (Technical Schools or Schools of Skills)
General School Assistants	Infrastructure Maintenance (Handymen)	No-fee Schools
	Sports Enrichment Assistant (SEA)	No-fee Schools

#### 4. EASTERN CAPE HUMAN RESOURCE STRATEGIC PRIORITY AREAS

4.1. The Basic Education Employment Initiative will serve as a strategy to address all HR Challenges faced by the province by appointing assistants as follows:

EASTERN CAPE PRIORITIES	BEEI PRIORITIES
Unemployed educators	Curriculum
Qualified ECD	eCadres
Audit Champions	Reading Champions
Municipality account coordinators	Care and Support Assistants
Data Captures for ECD	Laboratory assistants
	Workshop Assistants
	Handypersons
	Sports Enrichment Assistants

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## 5. REQUIREMENTS

- Youth age 18 – 34 years (18 or above when applying, or 34 turning 35 on or before 31 March 2026)
- Youth residing 5km around the location of the school and 30 km for farm schools ONLY
- One opportunity per household
- Meet requirements per category and sub-category applied for
- Youth, NOT in Education, NOT in Employment, NOT in Training (NEET)
- Youth studying teaching qualification at Distance Learning should be prioritised even if they are funded by government for studies.- to allow them relevant teaching experience and minimise the need for induction when they complete their degree.
- Youth NOT receiving government grants for self (e.g. Grants such as R350)
- Youth NOT receiving any other form of STIPEND, WAGE or SALARY
- Youth NOT in a Learnership
- Youth WITHOUT criminal record/s
- Youth that was not unfairly advantaged above others due to my relations to staff members (SMT or SGB)
- Youth living with disability must provide medical certificate confirming the nature of disability
- Youth that have a valid South African Identity Book/Card

### 5.1. MINIMUM REQUIREMENTS PER CATEGORY

Functional Area	Minimum Requirement	Matric and NQF 7	Added Advantage
Curriculum Assistants –	At least 40% achievement in the subject they will be supporting the teacher.	Yes	Teaching Qualification in gate way subjects

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Province of the  
**EASTERN CAPE**

supporting  
EDUCATION  
teaching and  
learning in the  
classroom

Having a teaching  
qualification should serve as  
an added advantage

Iphondo leMpuma Kapa: Isebe leMfundo  
Provinsie van die Oos Kaap: Departement van Onderwys  
Gerafensie Ya Kapa Botjahabela: Lefapha la Thuto

Reading Champions	Should have passed LoLT of the school as a subject at Matric level and have an expressed or demonstrated passion for reading.	Yes	Teaching Qualification in languages
e-Cadres/ ICT Assistants	should have passed IT as a subject in Matric OR have a qualification in IT OR a certificate course in IT.	Yes	Diploma in IT IT Certificate
CSAs	should have passed matric have the love for care and support for people (learners); having Social or Psychology qualification should serve as an added advantage	Yes	Certificate in Child and Youth Care worker
Handypersons	should have interest in infrastructure related jobs environment.	No	Trade certificate
Sports and Enrichment Assistants (SEA)	Should have interest in sports or enrichment programmes such as music	No	Sports Certificate Music Certificate
Laboratory Assistant	Matriculation certificate with Science subjects	Yes	Bachelor's/ Diploma with Science Subjects
Workshop Assistant	Matriculation certificate with Engineering Subjects (preferably from a Technical	Yes	Artisan qualification, Bachelor's/ Diploma with

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Province of the

**EASTERN CAPE**

EDUCATION

High School or Technical  
College)

Iphondo leMpuma Kapa: Isebe leMfundo  
Provinsie van die Oos Kaap: Departement van Onderwys  
Porafensie Ya Kapa Botjahabela: Lefapha la Thuto  
Engineering  
Subjects

## 6. STIPEND

- 6.1. All EAs and GSAs will receive a monthly stipend of R4000.00 less 1% UIF contribution

## 7. DURATION

- 7.1. The duration of the BEEI Phase 5 will be 6 months and 5 months depending on the assumption of duty date
- 7.2. Appointment dates are as follows:

COHORT	CONTRACT DATES	DURATION
All Categories	June – November 2025	6 months

## 8. RECRUITMENT PRINCIPLES

- The EAs and GSAs should come from the community where the school is located (prior to application)
- Schools are discouraged from NEPOTISM; therefore, discouraged from advantaging youth related to staff members, SGB members, any departmental official (Circuit, District, Provincial or National), local chiefs or councillors. The officials should recuse themselves from the process of shortlisting and interviews, to allow fairness and credibility of the process;
- To ensure that the initiative reaches as many households as possible, and that many receive the training and exposure of the work experience, the youth that were placed in school in Phase I, II, III and IV may be appointed in Phase V of the BEEI
- To ensure that there is a fair distribution of appointments within the local community, it would be preferable where possible to limit appointments to one per household (e.g., where more than one application is received from

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one household, the appointing committee must consider and recommend only one person for appointment);

- EAs should be unemployed youth between the ages of 18 – 34, not in education, employment or training (NEET). Youth should not be studying; but all graduates should be considered and prioritised.
- Youth studying teaching qualification at Distance Learning should be prioritised even if they are funded by government for studies.- to allow them relevant teaching experience and minimise the need for induction when they complete their degree.
- EAs category will include – Assistants that are placed to assist with Curriculum, Reading Champions, eCadres / /ICT and care and Support Assistants;
- EAs should be in possession of a minimum of an NQF Level 4 qualification, however an NQF Level 7 and above will be an added advantage;
- GSAs will be placed to assist with infrastructure Maintenance as Handymen or women as well as those that will be assisting with extra-curricula activities such as Sport Enrichment Assistants;
- For GSAs, matric / grade 12 or NQF Level 4 qualification is NOT a requirement ; however, having such a qualification or higher will be an added advantage;
- For Handymen/women, applicants with qualifications in construction OR built environment should be prioritised
- For SEA, applicants with qualifications in sports should be prioritised
- Both EAs and GSAs at a school for LSEN may be an unemployed person living with a disability in NEET, from 18 – 39 years of age. The schools working with the SGB should determine the suitability of such a person to work with LSEN.
- In selecting suitable candidates, consideration should be made to prioritise female applicants and people with disabilities ( the project is targeting 2% for the placement of youth living with disabilities and 65% female)

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## 9. REQUIRED DOCUMENTS FOR THE INTERVIEW

- A consolidated list of all applicants (please see details on appointments below)
- 2 Certified copies of Identity Document / passport
- Covering letter and Curriculum Vitae (CVs)
- Testimonials (from school, local chief, church leader, etc.)
- Affidavit / declaration by applicant stating he/she has no criminal record or police name clearance printout.
- Where applicable: NQF Level 4 qualification certificate – for EAs, applicants with NQF Level 7 and above will have an added advantage. These applicants as well as those who have a teaching qualification should be prioritised
- Funza Lushaka graduates should be prioritised
- Signed declaration from successful assistants

## 10. SELECTION AND APPOINTMENT PROCEDURES

- 10.1. The School Governing Body (SGB) and school principals have the discretion of appointing EAs and GSAs at their schools using the framework as a guide
- 10.2. Appointments must be open, fair and transparent
- 10.3. Appointments should be based on the number of EA and GSA posts allocated to each District and school.
- 10.4. The following selection and appointment procedure will follow after the closing date of the applications;
  - Provincial office and District offices will receive the ranked list from SA Youth.mobi
  - After verification CMC Heads and Circuit Managers will receive the ranked lists from District office





- School principals must convene SGB meetings through signed notice by the SGB chairperson. The panel for the interviews will be constituted during the meeting
- SGB to constitute interview panels
- School Principal(s) to communicate and appoint interview panel(s) in writing and submit to the relevant Circuit manager
- The interview panel will draft the schools needs and the needs will influence the selection of the assistants
- SGBs / interview panels to prepare interview questions on the date of the interview
- Circuit Managers to consolidate and safeguard all records from the interview process
- Circuit Managers to guide the interview process inline with the HRA standard operating procedures for appointment
- SGBs / interview pannels shortlist candidates from the ranked list
- The candidates should be called to confirm their availability for interviews
- The candidates should be informed of documents that they ust bring to the interviews (ID, qualifications, testimonial letters, affidavit to declare no criminal record or police clearance printout)
- SGBs/ interview pannel recommends sussessful candidates
- Principal consolidate a report of the interviews and allached all relevant documents (ID, qualifications(where applicable), testimonial letters, affidavit to declare no criminal record or police clearance printout)
- Circuit Managers receives recommendations of sucessful candidates and quality assures the recommendations to ensure that they are inline with the grant framework as well as letter of allocation per school

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- Circuit Manager to process recommendations and attach a signed checklist by him/herself as the Circuit manager, Principal and Admin Clerk that supports recommendation of the schools
- School principal to inform candidates of their appointment
- School principals to inform candidates that they are to participate in the online Orientation programmes, Digital literacy and National School Safety Framework
- School principal to inform candidates that they are to visit the police station to apply for the name clearance and visit the Department of Justice to be vetted against the National Register for Sexual Offenders (NRSO)
- School principal to offer contracts to successful candidates
- School admin to capture the appointed youth on the KWANTU payment system (no appointment will be approved without being captured on the KWANTU payment system).
- District Project Coordinators (Deputy Director HRA&P) to verify and support the appointment to check if the appointments meet the requirements of the grant framework
- District Project Manager (District Director) to approve all appointments
- District Project Coordinator to prepare signed appointment letters by the District Director and Submit to Circuit Managers
- Circuit Managers receive appointment letters to be sent to schools
- School principals and candidate to sign appointment letter
- Original appointment letter to be given to the candidate and school to file a copy in each EA/GSA personnel file
- SGB and School Principal to notify the community on the appointed EAs and GSAs at the school
- School Principal and candidate to sign off assumption of duty

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- All signed assumption of duties to be filed in each EA and GSA personnel file
- Appointment letters and assumption of duty to be loaded to the KWANTU payment system

10.5. District Project Team is requested to meet and discuss all guidelines in order to implement the guidelines effectively and efficiently

10.6. CMC Heads and Circuit Managers are to deceminate and train all school Principals on the guidelines to ensure the guidelines are implemented effectively and efficiently

10.7. Attached to the guidelines are relevant Human Resource Checklist forms which are to be signed by all relevant officials

## 11. KEY DATES TO NOTE

ACTIVITY	TIMELINE	PLATFORM	RESPONSIBILITY
Advocacy and advertisement	April - May 2025	<ul style="list-style-type: none"> <li>• SAYouth.mobi</li> <li>• Social Media platforms</li> <li>• Local radio stations</li> <li>• Local newspapers</li> </ul>	<ul style="list-style-type: none"> <li>• SA Youth / Harambee</li> <li>• DBE Communications and other officials</li> <li>• PED Communications and other officials</li> <li>• eCubed</li> <li>• SGBs</li> <li>• SMTs</li> <li>• QLTC</li> </ul>
SA Youth applications	April – May 2025	<ul style="list-style-type: none"> <li>• SAYouth.mobi</li> <li>• Social Media platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Primary: SA Youth</li> </ul>

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		<ul style="list-style-type: none"> <li>• Local radio stations</li> <li>• Local newspapers</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary: SA Youth</li> <li>• DBE Communications and other officials</li> <li>• PED Communications and other officials</li> <li>• eCubed</li> <li>• Schools</li> </ul>
SMT and SGBs invite shortlisted candidates and interview recommendation for placement	May 2025	At school	<ul style="list-style-type: none"> <li>• Primary: SGB and SMT</li> <li>• Secondary: PEDs and District</li> </ul>
Assumption of duty by appointed assistants	June 2025	At school	EAs and GSAs
Orientation of participants	June 2025	At school or online	EAs and GSAs

**Yours in quality education**

**L. SIDIYA**

**PROVINCIAL PROJECT MANAGER - BEEI**

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